

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Tuesday, December 22, 2009

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of November 18, 2009.
 1. Review of Minutes
 - a. Housing Authority (November 16, 2009).

Communications

2. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Referred from December County Board.)
3. Communication from Supervisor Williams & Supervisor Knier re: To adjust the Classification and Compensation Plan for Brown County Employees downward two steps. (Referred from December County Board.)
4. Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Referred from December County Board.)

Treasurer

5. Treasurer's Financial Report for the Month of September and October.
6. Budget Status Financial Report for September 30 and October 31, 2009.

Facility & Park Management

7. Budget Status Financial Report for October 31, 2009.
8. Budget Adjustment Request (#09-115): Increase in expenses with offsetting increase in revenue (see attached for details).
9. Budget Adjustment Request (#09-139): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification (see attached for details).
10. Director's Report

Dept. of Administration

11. 2009 Budget Adjustment Log.
12. Grant Application Approval Log.

13. October 2009 Property Tax Levy Financial Report.
14. Administration - Budget Status Financial Report for October 31, 2009.
15. Information Services - Budget Status Financial Report for September 30, 2009.
16. Budget Adjustment Request (#09-134): Increase in expenses with offsetting increase in revenue (see attached for details).
17. Information Services Update for Administration Committee December 22, 2009.
18. Director's Report.

Human Resources

19. Budget Status Financial Report for October 31, 2009.
20. Human Resources Activity Report for November 2009.
21. 2010 Budget – Summary of Position Eliminations.
22. Request to Fill Vacancy: Director of Administration.
23. Request for Benefits for LTE position.
24. Director's Report.
 - a. Hiring of Organizational Development Coordinator.
25. **Child Support Agency** – Budget Status Financial Report for October 31, 2009.
26. **Corporation Counsel** – Budget Status Financial Report for October 31, 2009.
27. **County Clerk** – Budget Status Financial Report for October 31, 2009.

Other

28. Audit of bills.
29. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda
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MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 16, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Dariene Hallet-Chair, Michael Welch-Vice Chair, Paul Kindle, Rich Aicher.

MEMBERS EXCUSED: Tom Diedrick.

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Matt Roberts, Chip Law, Brown County Supervisor Pat Evans, Robyn Davis, Brown County Supervisor Andy Williams (4:00 p.m.), Brown County Chairman Guy Zima (4:45 p.m.).

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 19, 2009, meeting of the Brown County Housing Authority.
A motion was made by M. Welch and seconded by P. Kindle to approve the minutes from the October 19, 2009, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Notice of Housing Authority Insurance Group Dividends for 2008.

R. Hallet stated that the Authority received \$217,25.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications
M. Roberts stated that there were 123 applications received for the month of October.
 - B. Housing Assistance Payments
M. Roberts stated that the HAP for October was \$988,510.00.
 - C. Housing Assistance Unit Count
M. Roberts stated that the unit count for October was 2,681.
 - D. Housing Quality Standard Inspection Compliance

M. Roberts stated that the failing average has reached a plateau since the summer. Re-evaluations and initial inspections fluctuate a little but overall the passing percentage is the same.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law stated that ICS is \$29,092.10 under budget so far for this year. He pointed out that line 27 of the report shows the administrative fees ICS receives monthly from HUD after the BCHA's 3.6%. For November we only received \$105,000.00. He believes in December we may only receive \$100,000.00. The numbers are trending downward because of the way HUD is basing the funding on unit counts. This will chip away at the budget in November and December because we are receiving less funding.

F. SEMAP Monitoring Report

M. Roberts stated that the SEMAP is still at 100%.

- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
M. Roberts stated that 100 clients were maintained for October, of which 40 contribute to escrow accounts. There were two graduates for the month of October. There were two new contracts for October.

- H. Report on the Housing Choice Voucher Home Ownership Option.
M. Roberts stated that the client count is 93.

4. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

C. Law stated that there were 17 investigations opened in October, with 3 investigations closed as substantiated, 1 was closed as unable to substantiate, and 13 investigations remain open.

C. Law stated that a RFP was received from Langan. Basically, if we take the way they would like to charge us going forward with the new contract, there will be a 26% to 29% increase over what they are charging now. This increase surprised ICS staff as they thought the charges would digress since ICS is doing so much with the applicants on the front end. D. Payne is continuing to negotiate with Langan. C. Law stated that he believes D. Payne has received one other RFP.

C. Law stated that the contract that they have in place with Langan has a certain fee for investigative work, which is difficult to define, and then a certain fee for background check work, which is relatively easy to define. Under the new fees Langan is proposing they are charging the same fees for both. The background checks are mostly done by sitting in front of the computer.

C. Law stated that when John Finger from HUD was in town he told ICS that nobody does fraud investigation work and background checks like they do. ICS spends 7 to 8 percent of their admin dollars for this and Mr. Finger stated that he doesn't know of anyone else who does. Langan is who ICS would rather go with

because Langan is familiar with the program, but a 29% increase is hard to swallow in this economic environment. He and D. Payne have discussed going month to month with Langan until all of this can be sorted out.

OLD BUSINESS:

None

NEW BUSINESS:

5. Discussion and possible action on Freedom House's request for financial assistance.

R. Strong stated that Robyn Davis, President of Freedom House, met with the Mayor and there are some concerns regarding the financial situation of Freedom House at this point and time. R. Davis was asking the Mayor if there were any resources available to help Freedom House until additional funding is received. R. Strong stated that he had mentioned that funding of families is a priority in the annual and five year plan for both the Brown County Housing Authority and the Green Bay Housing Authority. He offered to place this item on the agenda so that R. Davis could appear and the Authority could decide if they would like to fund or not.

R. Davis distributed a folder of information to the Authority members. Freedom House was started back in 1992 by a small group of churches in Green Bay to address the issue of homelessness. They are located on St. Anthony Drive. The mission is to meet the short term needs of homeless families with children such as shelter, clothing, food, and medical assistance. The second and most important portion of the organization is the life advancement part. The life advancement part is going beyond meeting the immediate needs and looking for ways to help families transition back into the community as self-sustaining families. Freedom House looks at the root causes of poverty. There are mandatory budget classes, mandatory parenting classes, job skills, resume writing, etc. Freedom House also offers counseling and optional bible studies. Each family goes through an 8 to 12 week program and during that time each family is matched up with a case manager who will help the family set long term and short term goals and hold them accountable to those goals with the expectation that upon graduation from the program, they will be equipped to transition back into the community so that they do not need to come back. Over the last 17 years, Freedom House has had a 95% success rate with families succeeding once they leave program and not returning.

R. Davis stated that there is a need for an organization like Freedom House because more than 70% of Americans are one or two paychecks away from being homeless. Currently, the largest growing segment of the homeless population is families with children. We need to equip the adults with the tools to live in a healthy environment and show the children also what is needed so that the cycle of poverty and homelessness is broken.

F. Davis stated that a new program this year through Freedom House is After Care. Freedom House is able to track a family's progress once they are able to leave to ensure that the programming is successful and when a family does move out they are able to successfully pay their bills, keep their home clean, parenting, etc. The After Care Coordinator conducts weekly visits and we train "guardian angels" to walk along beside the families after they leave. If it is found that a family needs a little more training in a certain area they can be brought back in for that additional training.

F. Davis stated that finances are required in order to provide the services of Freedom House and like so many other nonprofits there has been a downturn in the amount of donations during these hard times. Freedom House has experienced a 30 to 40 percent drop in what they have received and this has created a large gap in the budget. The Board of Directors has looked at the budget over the last few months from June to September and the Board has directed Freedom House to begin to make cuts in staff. The need for the services of Freedom House has not decreased and in this economic climate it is going to increase. In 2007 there were over 600 homeless students in Green Bay. In 2008 there were 735 homeless students in Green Bay. For the last five years there has been a waiting list for Freedom House and there is an average of ten to eighteen families on the list at all times. Currently there are 20 families on the Brown County (in town) waiting list and 7 families on the outside of Brown County (out of town) waiting list. The in town waiting list has preference/top priority. Currently the stays at Freedom House are averaging a little longer than in the past because a successful transition is to move into permanent housing and obtain employment, and with the economic climate, employment is much more difficult to obtain. Freedom House has eliminated three positions so far, Program Director, Case Manager, and Office Manager. The responsibilities of those positions are being disbursed amongst the remaining staff; however, the Board has now directed them to make even further reductions. In response to the Board's request another executive position was eliminated and there will be across the board salary reductions.

F. Davis stated that donations are primarily from individuals, corporate, and organizations such as churches. Typically at this time of year they receive more donations because people are looking to give before the end of the year. In the summer they did an appeal letter as they saw the numbers dipping and this is something that they normally would not have to do. Usually they only have to do a holiday appeal letter. The major fundraiser is held in September of each year. A grant writer was hired on a contractual basis to assist with beefing up the core document that they already have. The goal is to try to hit some funding sources that would be available in 2009 and then to launch a full scale grant seeking campaign in January 2010. The grant portion of their budget is very small so they hope to increase this. In addition, they want to convert some of their one or two time donors into monthly donors so they can develop a more consistent monthly income. There is going to be a website overhaul and hopefully people will start giving online. A PR campaign is going to be initiated to raise public awareness and support.

R. Davis stated that the \$60,000.00 request would help Freedom House make the bridge over to 2010.

M. Welch asked if the Authority does give the \$60,000.00 grant, where that would place Freedom House short and long term. Proactive steps were mentioned but does she see light at the end of the tunnel?

R. Davis stated that she does see light at the end of the tunnel. She is encouraged by the steps the Board is taking and by the fact that staff is committed to continuing to serve the families as they always have even though they are taking a salary reduction for at least the next four months. She is also encouraged by the work the grant writer is doing and some of the opportunities he has already identified that Freedom House will be able to look into. There are partnerships that they have formed out in the community that are encouraging and fundraisers that will be coming up.

R. Strong asked what funds do come in every month and is there commitments for January, February, and March where there is definite money coming in to keep Freedom House going. How does the \$60,000.00 add to that?

R. Davis distributed the figures from October 2006 to October 2009 to give the Authority the history of what they are tracking from. She can't guarantee what people will give. There is a pledge made by an anonymous donor to match dollar per dollar up to \$68,000.00 from now until the end of December. In previous years that has assisted in taking Freedom House from November to January. She has made phone calls to a number of donors and they are planning on continuing to honor the commitments they have made in the past. The \$60,000.00 would get them over a two month hump. She has not had time to talk with the accountant to see with the last cut of the executive director how it would affect how much money they need. Because of that recent position elimination, the grant from the Authority should now take them further than two months. Also, December and January are big months for donations.

R. Strong stated that this request is also going to the Green Bay Housing Authority. Freedom House has done good things for the community through the years with little assistance from government programs. His concern is that this money does carry Freedom House for two more months and then the resources aren't there and they close. He would want to be part of how to solve the problem rather than just carrying them over for two months and they still close.

D. Hallet stated that the Authority has not done something like this before and it would be setting a precedent so she would want the Authority to really think about this.

F. Strong stated that if the Authority did decide to do this it would be justified because one of the goals in the five year program is to help homeless families.

P. Kindle stated that before the Authority could consider anything, we would have to see exactly where Freedom House is at and he thinks the Authority would want

to look at the shortfall on a monthly basis rather than a lump sum. The Authority could fill in the gaps as they go along and when they no longer need the Authority they would step back. The winter months are the ones that he would want to focus on. He would like to see an update to the information that has been presented to the Authority.

D. Hallet stated that at this time we would wait to get some more feedback from R. Davis.

The Authority stated that when R. Davis has the information ready to let R. Hallet know and a special meeting date could be looked into.

6. Discussion and action on renewing the BCHA student internship authorization for the Spring, 2010 semester and authorization for temporary help while the Senior Accountant position is vacant and through a familiarization period afterward.

R. Hallet stated that for the temporary help, the cost will now be split between the Brown County Housing Authority, the Green Bay Housing Authority, and the Redevelopment Authority. The Brown County Housing Authority would only have to pay for 5 hours per week.

A motion was made by R. Aicher and seconded by P. Kindle to approve renewing the BCHA student internship authorization for the Spring, 2010 semester and authorization for 5 hours per week of temporary help while the Senior Accountant position is vacant and through a familiarization period afterward. Motion carried.

7. Discussion and possible action in response to Brown County Board of Supervisors' requests and inquiries made at the October 21, 2009 presentation regarding the HCV program.

R. Hallet distributed an updated response sheet to the Authority.

R. Strong stated that the intern, J. Lopez, listened to the tape of the meeting and tried to take down all requests and inquiries of the Brown County Board of Supervisors.

R. Hallet stated that the first item is about the waiting list and clarifying the preferences on the waiting list. She distributed a summary of the waiting list and admission procedures and how long it takes to process the applicants. The issue with some of the information from the power point in regards to the waiting list is that the power point stated applicants being pulled off the list as of a certain date and she recently found out that the date was actually the date the applicants applied. The wrong date was linked to the wrong description, which led to confusion.

The Authority felt that the information provided was an appropriate response but to make it known that this is for a typical case but is not representative of every case, because sometimes you are waiting for information from the client or other components.

R. Hallet stated that the next item was regarding the recommendation of the County Board to close the waiting list. The day after this presentation she did receive the official request to close the waiting list and we do need to respond to that. Her personal thought is that now that the County Board has been provided with more education regarding the program they may feel differently about it and it might be wise for them to take another vote.

C. Law stated that there was significant discussion around this issue at the meeting and he believes Supervisor Theisen verbalized that what is being said is that if the waiting list is closed then we are going to get down to that 4th non preference list sooner.

C. Law stated that in order to close the list, the Admin Plan would have to be changed. The Admin Plan requires that the list can't be closed unless there are 15 months that we are unable to process what is on the current waiting list and that is not the case. We would also have to have two public hearings. There are several things that would need to be done before the waiting list could be closed and it would take a significant amount of time.

M. Welch stated that closing the list may actually end up giving non residents a greater access than what they currently have and it is worthwhile to confirm with the County Board if they are sure that this is the solution we want to bring forward. One of the primary issues was serving non residents and this would exacerbate that problem.

The Authority felt that the response to the County Board should be letting them know what it entails to close the list and that we are prepared to start this and then also state some of the concerns on what could be the outcome. If they indeed want the list closed then we will start working through the steps to accomplish that.

R. Hallet stated that the next item was regarding how HUD determines the payment the BCHA receives. John Finger from HUD did help explain this to the County Board but it was felt that it would be helpful to have it available in writing as well. This is something that would need to come from HUD.

R. Hallet stated that the next item was a question of what the average length is that someone is on the program. She has thought of way that this information could be obtained and is talking with D. Payne to obtain that information.

R. Hallet stated that the next item is regarding the question of how many of the City services are HCV clients using. Her response at the time of the presentation was that there is a perception that HCV recipients are using more than their fair share of community resources but the statistics on the 911 calls and arrests records do not validate that. After she thought this through some more, it probably is true that lower income people do utilize more community services but that is not because they are on HCV but because they are low income. They may in fact be using fewer services because of being on HCV and are able to subsidize their income.

R. Strong stated that maybe he needs to sit down with Supervisor Nicholson to get a more definitive answer on what exactly he is looking for but thinks he is inquiring if we can track how many HCV clients have police calls, fire calls, inspection calls, etc. We could do an internal cross check on some items such as inspections calls, but it would be more difficult to track other services without investing a lot of money or staff time. We would explain to Supervisor Nicholson what it would take to get this information and see if he still believes it would be valuable.

R. Strong reiterated that except for the issue of closing the waiting list, these concerns are only questions of individual Board members and not directives from the County Board.

Supervisor Zima stated that the feeling is that we may be attracting individuals to our County because of the services we offer. He feels people come here and are not used to our rules and we don't want deterioration of our neighborhoods.

R. Hallet stated the next item is changing preferences and John Finger from HUD indicated that this is a possibility and this is something that will need to be investigated further to work out what the options are and how we can put them in place.

R. Hallet stated that there was a question on whether or not all applicants can be processed through the SAVE system, which is a system by which we can verify whether or not someone is here legally. It is not possible because the system requires the user to input their alien registration number. If they are not an alien they do not have an alien registration number.

(Note: R. Aicher had to leave due to another commitment.)

R. Hallet stated the next question, which is a very good one, was whether or not criminal prosecution is an option for fraud. There are different parties that would need to have a say in this so this will take some time to have a definitive answer.

Supervisor Zima stated that it would be good if we could have an option to criminally prosecute because then the word gets out that we don't tolerate anything and people will be prosecuted.

Supervisor Williams stated that if the District Attorney is not willing to take on these cases that we should let the County Board know and they will pursue it further.

R. Hallet stated that the next item was a concern by Supervisor Williams about our procedure for removing participants from the program as soon as criminal charges are filed against them.

Supervisor Williams stated that this did not need to be addressed because it is something that he expresses at every meeting due to clients he has worked with for which this is a concern.

R. Hallet stated that the last item was if the County Board could take over the authority of the Brown County Housing Authority. She referenced another handout that cites both HUD and State Statutes that explain this.

R. Hallet asked if the final letter addressing all of the questions/inquiries of the County Board should come from the Authority or the Administrator.

The Authority has directed R. Hallet to draft the letter from the Board and then email it to them for review/feedback.

8. Discussion and possible action about Brown County utilizing HUD Veteran Affairs Supportive Housing (VASH) Vouchers.

R. Hallet stated that the Veteran Affairs did a study of which communities have the largest number of homeless veterans and they were able to partner with HUD to have some special vouchers designated to those communities to help the veterans. Green Bay was identified as one of the communities that do have a large number of homeless veterans. Somehow, we were not allocated the vouchers specific to the veterans. What HUD is now looking to do is "borrow" some of the vouchers that were given to other communities, specifically Racine and Milwaukee, and let them be used here in Brown County. It is possible that in the future Brown County will get their own vouchers since it has been brought to HUD's attention that Green Bay was missed.

F. Strong stated that with the VASH Vouchers the veterans are treated differently in that they might have a criminal background, adverse experiences, had violations, or some other things that would normally disqualify them from the HCV program but eligible with the VASH Vouchers. This is going after the unique group of people who have served this country.

F. Hallet stated that case management is required by the Veteran Affairs. Essentially everything will be run the same way except we are not allowed to do background checks except for sex offender registry.

M. Welch wondered if this should be tabled because while he is compassionate about veterans and what they have done for this country, this has the potential of blowing up with the pressure we are getting of who is in the program. He would like to make sure we have considered this and all the consequences.

A motion was made by M. Welch and seconded by P. Kendle to hold this over until the next meeting of the Brown County Housing Authority. Motion carried.

BILLS:

A motion was made by P. Kendle and seconded by M. Welch to approve the payment of the bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

9. Finalization of Housing Choice Voucher Contract between the BCHA and Integrated Community Solutions, Inc., with the addition of language that Brown County and BCHA named additionally insured on the Professional Liability Insurance Coverage.

R. Hallet stated that ICS was able to secure the insurance that was required for the contract between the BCHA and ICS.

R. Strong stated that the Authority has already authorized the contract and we are now advising you that the contract has been amended to include this and the date will be changed to December 1 when the insurance goes into effect.

10. Status of BCHA budget.

R. Hallet stated that normally at the November meeting the Authority would be presented with a budget for the upcoming year, but since we are short staffed and we would like the new Senior Accountant to be involved with the BCHA budget, we are holding off on preparing this budget.

R. Strong stated that second interviews have been conducted to fill the Senior Accountant position and background checks are being done on two of the applicants.

A motion was made by P. Kindle and seconded by M. Welch to adjourn the meeting at 5:26 p.m. Motion carried.

BOARD OF SUPERVISORS

Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date:

12-16-09

Agenda No.:

Motion from the Floor

I make the following motion:

Adopt a resolution requiring a salary study for each position and candidate filled by appointment.

Signed:

Julie Purr

District No.

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

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BOARD OF SUPERVISORS

Brown County



12a

**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date:

12/10/09

Agenda No.:

12a

Motion from the Floor

I make the following motion:

TO ADJUST THE CLASSIFICATION & COMPENSATION PLAN
FOR BROWN COUNTY, DOWNWARD TWO STEPS
employees

Signed:

Allie + Julie Kuer

District No.

18

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

12a

(3)

BOARD OF SUPERVISORS

Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date:

12-16-09

Agenda No.:

Motion from the Floor

I make the following motion:

Require HR to provide cost
of living adjustments based on
location when providing
comparable salary numbers

Signed:

Julie K

District No.

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

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BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of September 30, 2009.

Associated Bank and Chase Bank	\$2,195,328.81
Bank Mutual and Denmark State Bank	\$542.64
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$24,471.91
Emergency Fund	(\$6,682.70)
NSF Checks Redeposited	\$41.74
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$2,587.42)
UMR Sweep Account	(\$590,928.64)
Bank Error(s)	\$0.00
Total	\$1,620,186.34
Less Outstanding Checks	(\$1,649,558.42)
Other Reconcilable Items	\$10,172.86
Balance Per County	(\$19,199.22)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of September 30, 2009.

	2008	2009
Year-to-Date Interest Received	\$3,463,781.45	\$1,850,089.38
Interest Received-Current Month	<u>\$576,571.20</u>	<u>\$139,130.13</u>
Year-to-Date Interest Unrestricted Funds	<u>\$4,040,352.65</u>	<u>\$1,989,219.51</u>
Working Capital Reserves Invested	\$103,695,156.09	\$99,489,818.14
Restricted Investments	<u>\$39,904,011.85</u>	<u>\$26,455,197.85</u>
Total Funds Invested	<u>\$143,599,167.94</u>	<u>\$125,945,015.99</u>
Certificates of Deposits	\$24,100,000.00	\$10,350,000.00
Treas-Gov't Agencies	\$35,701,602.40	\$42,263,173.46
Commercial Paper	\$9,944,055.56	\$4,995,125.00
Money Mkt-Pool	<u>\$73,853,509.98</u>	<u>\$68,336,717.53</u>
Total	<u>\$143,599,167.94</u>	<u>\$125,945,015.99</u>
Rate of Return:	2.895%	1.769%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as September 30, 2009. Statement of Investments for the month of September have been compared and examined, and found to be correct.

Kerry M. Blaney, County Treasurer

Approved by:

County Executive	Date
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Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF OCTOBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of October 31, 2009.

Associated Bank and Chase Bank	\$5,119,294.95
Bank Mutual and Denmark State Bank	\$542.64
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$104,764.14
Emergency Fund	(\$6,734.09)
NSF Checks Redeposited	\$683.50
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$6,599.51)
UMR Sweep Account	(\$435,183.75)
Bank Error(s)	\$0.00
Total	\$4,776,767.88
Less Outstanding Checks	(\$5,168,818.58)
Other Reconcilable Items	(\$190,385.63)
Balance Per County	(\$582,436.33)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of October 2009.

	2008	2009
Year-to-Date Interest Received	\$4,040,352.65	\$1,989,219.51
Interest Received-Current Month	\$630,745.07	\$141,256.43
Year-to-Date Interest Unrestricted Funds	\$4,671,097.72	\$2,130,475.94
Working Capital Reserves Invested	\$87,797,867.87	\$89,718,310.96
Restricted Investments	\$39,904,011.85	\$16,527,860.53
Total Funds Invested	\$127,701,879.72	\$106,246,171.49
Certificates of Deposits	\$16,100,000.00	\$11,850,000.00
Treas-Gov't Agencies	\$38,710,018.56	\$40,781,493.61
Commercial Paper	\$12,928,930.56	\$0.00
Money Mkt-Pool	\$59,962,930.60	\$53,614,677.88
Total	\$127,701,879.72	\$106,246,171.49

Rate of Return: 2.781% 1.899%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as October 31, 2009. Statement of Investments for the month of October have been compared and examined, and found to be correct.

Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County
County Treasurer
Budget Status Report

9/30/2009

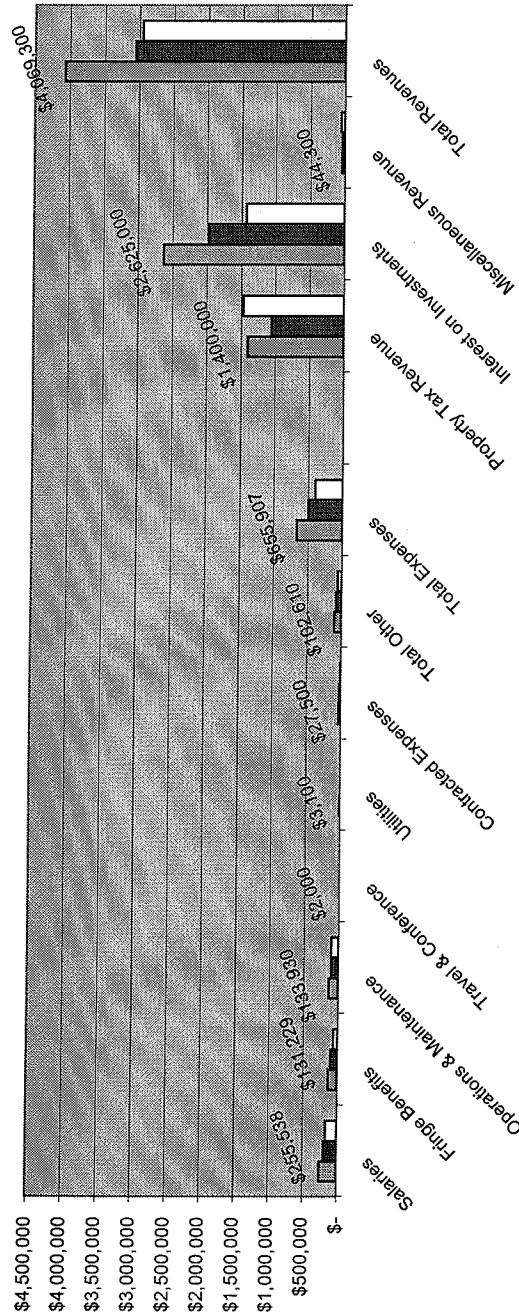
	Annual	YTD	YTD	YTD
	Budget	Budget	Budget	Actual
Salaries	\$ 255,538	\$ 191,654	\$ 165,189	
Fringe Benefits	\$ 131,229	\$ 98,422	\$ 62,072	
Operations & Maintenance	\$ 133,930	\$ 100,448	\$ 104,328	
Travel & Conference	\$ 2,000	\$ 1,500	\$ 1,314	
Utilities	\$ 3,100	\$ 2,325	\$ 1,638	
Contracted Expenses	\$ 27,500	\$ 20,625	\$ 5,363	
Total Other	\$ 102,610	\$ 76,958	\$ 55,347	
Total Expenses	\$ 655,907	\$ 491,930	\$ 395,251	
Property Tax Revenue	\$ 1,400,000	\$ 1,050,000	\$ 1,467,550	
Interest on Investments	\$ 2,625,000	\$ 1,968,750	\$ 1,430,297	
Miscellaneous Revenue	\$ 44,300	\$ 33,225	\$ 52,272	
Total Revenues	\$ 4,069,300	\$ 3,051,975	\$ 2,950,119	
Net Levy Distribution	\$ 3,413,393	\$ 2,560,045	\$ 2,554,868	\$ (5,173) BUDGET VARIANCE

PLEASE NOTE:
Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$96,679 below budget.

Treasurer - September 2009

■ Annual Budget
■ YTD Budget
□ YTD Actual



PRODUCTION *Brown Co* PRODUCTION

SEPTEMBER 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget Less Transactions	YTD Used / Rec'd	% Prior Year Total
<u>Fund: 100 - GF</u>									
<u>Revenues</u>									
PTX - Property taxes	(3,413,333.00)	0.00	(3,413,333.00)	(284,449.00)	0.00	(2,560,041.00)	(853,352.00)	75%	(3,481,425.00)
OTX - Other taxes	1,400,000.00	0.00	1,400,000.00	219,626.92	0.00	1,467,550.46	(67,550.46)	10%	1,811,257.93
ICS - Intergovernmental charges for services	20,000.00	0.00	20,000.00	100.00	0.00	28,976.00	(8,976.00)	14%	20,649.16
MRV - Miscellaneous revenue	24,300.00	0.00	24,300.00	532.42	0.00	23,295.64	1,004.36	98%	28,980.02
IIE - Interest & investment earnings	2,625,000.00	0.00	2,625,000.00	120,503.25	0.00	1,430,296.63	1,194,703.37	54%	3,119,541.99
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,260.00
Revenue Totals:	\$655,907.00	\$0.00	\$655,907.00	\$56,313.59	\$0.00	\$390,077.73	\$265,829.27	59%	\$1,500,264.10
<u>Expenditures</u>									
PER - Personnel services	255,538.00	0.00	255,538.00	16,475.31	0.00	165,188.97	90,349.03	65%	228,122.76
FBT - Fringe benefits and taxes	131,229.00	0.00	131,229.00	7,092.62	0.00	62,071.94	69,157.06	47%	101,266.14
OPM - Operations and maintenance	100,417.00	0.00	100,417.00	2,303.27	1,100.44	82,457.00	16,859.56	83%	109,189.22
UTL - Utilities	3,100.00	0.00	3,100.00	207.95	0.00	1,637.98	1,462.02	55%	2,526.17
CHG - Chargebacks	35,513.00	0.00	35,513.00	2,574.18	0.00	23,184.52	12,328.48	65%	96,333.94
CON - Contracted services	27,500.00	0.00	27,500.00	2,681.40	0.00	5,362.80	22,137.20	20%	0.00
OTH - Other	102,610.00	0.00	102,610.00	12,385.90	0.00	55,347.70	47,262.30	54%	94,278.28
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	10,653.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$655,907.00	\$0.00	\$655,907.00	\$43,720.63	\$1,100.44	\$395,250.91	\$259,555.65	60%	\$642,369.51
Revenue Total:	\$655,907.00	\$0.00	\$655,907.00	\$56,313.59	\$0.00	\$390,077.73	\$265,829.27	59%	\$1,500,264.10
Expenditure Total:	\$655,907.00	\$0.00	\$655,907.00	\$43,720.63	\$1,100.44	\$395,250.91	\$259,555.65	60%	\$642,369.51
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$12,592.96	(\$1,100.44)	(\$5,173.18)	\$6,273.62		\$857,894.59

PRODUCTION *Brown Co* PRODUCTION

SEPTEMBER 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Less Transactions	YTD Budget	Used / Rec'd	% Prior Year Total
Fund: 803 - Drainage Districts										
Revenues	30,000.00	0.00	30,000.00	0.00	0.00	19,814.38	10,185.62	66%	3,522.44	
MRV - Miscellaneous revenue	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$19,814.38	\$10,185.62	66%	\$3,522.44	
Revenue Totals:										
Expenditures										
OPM - Operations and maintenance	17,500.00	0.00	17,500.00	1,560.00	0.00	14,042.02	3,457.98	80%	13,608.73	
CON - Contracted services	12,500.00	0.00	12,500.00	202.50	0.00	1,270.38	11,229.62	10%	4,641.00	
Expenditure Totals:	\$30,000.00	\$0.00	\$30,000.00	\$1,762.50	\$0.00	\$15,312.40	\$14,687.60	51%	\$18,249.73	
Revenue Total:										
Expenditure Total:										
Fund: 803 Net Total	\$0.00	\$0.00	\$0.00	(\$1,762.50)	\$0.00	\$4,501.98	(\$4,501.98)	(\$14,727.29)		
Revenue Grand Total:	\$685,907.00	\$0.00	\$685,907.00	\$56,313.59	\$0.00	\$409,892.11	\$276,014.89	60%	\$1,503,786.54	
Expenditure Grand Total:	\$685,907.00	\$0.00	\$685,907.00	\$45,483.13	\$1,100.44	\$410,563.31	\$274,243.25	60%	\$660,619.24	
Grand Total:	\$0.00	\$0.00	\$0.00	\$10,830.46	(\$1,100.44)	(\$671.20)	\$1,771.64		\$843,167.30	

Brown County
County Treasurer
Budget Status Report

10/31/2009

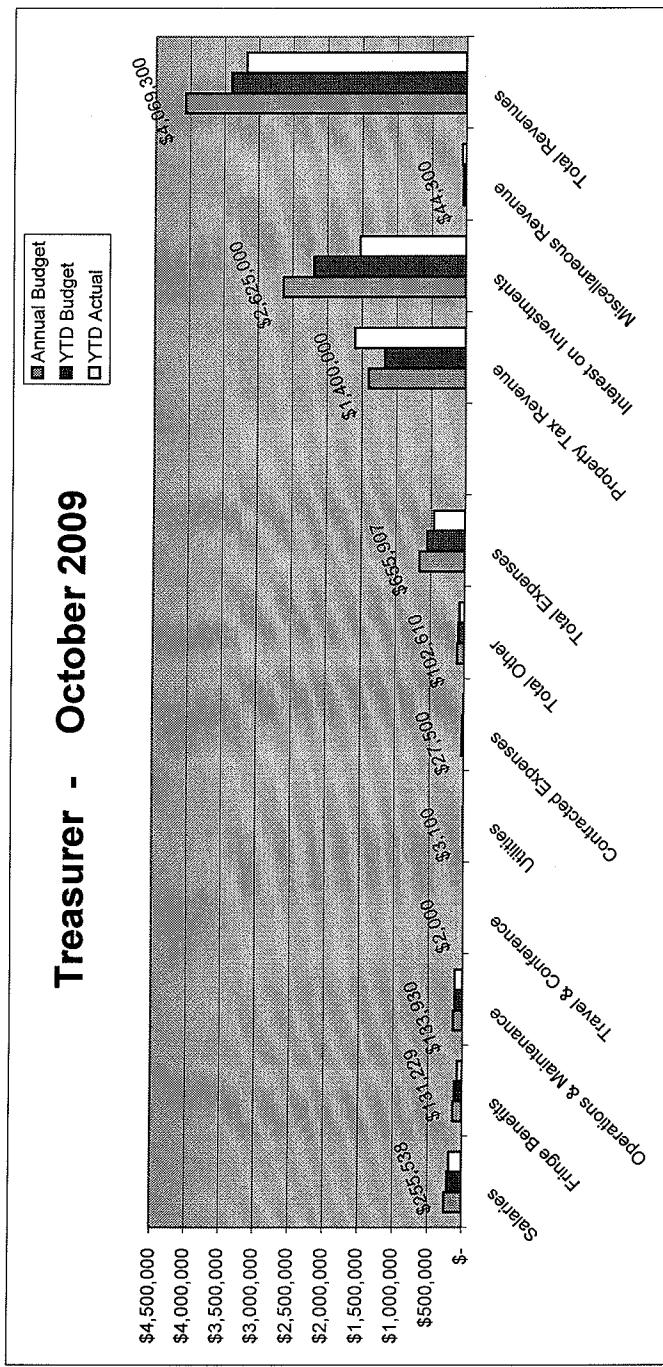
	Annual	YTD	Budget	Actual
Salaries	\$ 255,538	\$ 212,948	\$ 189,175	
Fringe Benefits	\$ 131,229	\$ 109,358	\$ 70,196	
Operations & Maintenance	\$ 135,930	\$ 111,608	\$ 112,549	
Travel & Conference	\$ 2,000	\$ 1,667	\$ 1,587	
Utilities	\$ 3,100	\$ 2,583	\$ 1,840	
Contracted Expenses	\$ 27,500	\$ 22,917	\$ 5,423	
Total Other	\$ 102,610	\$ 85,508	\$ 69,579	
Total Expenses	\$ 655,907	\$ 546,589	\$ 450,349	
Property Tax Revenue	\$ 1,400,000	\$ 1,166,667	\$ 1,597,311	
Interest on Investments	\$ 2,625,000	\$ 2,187,500	\$ 1,523,844	
Miscellaneous Revenue	\$ 44,300	\$ 36,917	\$ 53,512	
Total Revenues	\$ 4,069,300	\$ 3,391,083	\$ 3,174,667	
Net Levy Distribution	\$ 3,413,393	\$ 2,844,494	\$ 2,724,318	\$ (120,172) BUDGET VARIANCE

PLEASE NOTE:

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$96,240 below budget.

Treasurer - October 2009



PRODUCTION *Brown Co* PRODUCTION OCTOBER 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	% Used/ Transactions		
							YTD Transactions	Budget Less YTD Transactions	Used/ Transactions Rec'd
Fund: 100 - GF									
Revenues									
PTX - Property taxes	(3,413,393.00)	0.00	(3,413,393.00)	(284,449.00)	0.00	(2,844,490.00)	(568,903.00)	(197,311.76)	83% (3,481,425.00)
OTX - Other taxes	1,400,000.00	0.00	1,400,000.00	129,761.30	0.00	1,597,311.76	(10,196.55)	114% 1,811,257.93	
ICS - Intergovernmental charges for services	20,000.00	0.00	20,000.00	1,220.55	0.00	30,196.55			20,649.16
MRV - Miscellaneous revenue	24,300.00	0.00	24,300.00	19.86	0.00	23,315.50	984.50	96%	28,980.02
IIE - Interest & investment earnings	2,625,000.00	0.00	2,625,000.00	93,547.04	0.00	1,523,843.67	1,101,156.33	58%	3,119,541.99
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
Revenue Totals:	\$655,907.00	\$0.00	\$655,907.00	(\$59,900.25)	\$0.00	\$330,177.48	\$325,729.52	50%	\$1,500,264.10
Expenditures									
PER - Personnel services	255,538.00	0.00	255,538.00	23,985.80	0.00	189,174.77	66,363.23	74%	228,122.76
FBT - Fringe benefits and taxes	131,229.00	0.00	131,229.00	8,124.14	0.00	70,196.08	61,032.92	53%	101,266.14
OPM - Operations and maintenance	100,417.00	0.00	100,417.00	5,298.38	1,100.44	87,755.38	11,561.18	88%	100,189.22
UTL - Utilities	3,100.00	0.00	3,100.00	202.20	0.00	1,840.18	1,259.82	59%	2,526.17
CHG - Chargebacks	35,513.00	0.00	35,513.00	3,196.40	0.00	26,380.92	9,132.08	74%	96,333.94
CON - Contracted services	27,500.00	0.00	27,500.00	59.95	0.00	5,422.75	22,077.25	20%	0.00
OTH - Other	102,610.00	0.00	102,610.00	14,231.69	0.00	69,579.39	33,030.61	68%	94,278.28
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,653.00
TR0 - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure Totals:	\$655,907.00	\$0.00	\$655,907.00	\$55,098.56	\$1,100.44	\$450,349.47	\$204,457.09	69%	\$642,369.51
Revenue Total:	\$655,907.00	\$0.00	\$655,907.00	(\$59,900.25)	\$0.00	\$330,177.48	\$325,729.52	50%	\$1,500,264.10
Expenditure Total:	\$655,907.00	\$0.00	\$655,907.00	\$55,098.56	\$1,100.44	\$450,349.47	\$204,457.09	69%	\$642,369.51
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	(\$114,998.81)	(\$1,100.44)	(\$120,171.99)	\$121,272.43		\$857,894.59

PRODUCTION * Brown Co* PRODUCTION

OCTOBER 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget Less Transactions	YTD Used / Rec'd	% Prior Year Total
Fund: 803 - Drainage Districts									
Revenues									
MRV - Miscellaneous revenue	\$30,000.00	0.00	30,000.00	0.00	0.00	19,814.38	10,185.62	66%	3,522.44
Revenue Totals:	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$19,814.38	\$10,185.62	66%	\$3,522.44
Expenditures									
OPM - Operations and maintenance	17,500.00	0.00	17,500.00	386.87	0.00	14,428.89	3,071.11	82%	13,608.73
CON - Contracted services	12,500.00	0.00	12,500.00	1,759.50	0.00	3,029.88	9,470.12	24%	4,641.00
Expenditure Totals:	\$30,000.00	\$0.00	\$30,000.00	\$2,146.37	\$0.00	\$17,458.77	\$12,541.23	58%	\$18,249.73
Revenue Total:	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$19,814.38	\$10,185.62	66%	\$3,522.44
Expenditure Total:	\$30,000.00	\$0.00	\$30,000.00	\$2,146.37	\$0.00	\$17,458.77	\$12,541.23	58%	\$18,249.73
Fund: 803 Net Total	\$0.00	\$0.00	\$0.00	(\$2,146.37)	\$0.00	\$2,355.61	(\$2,355.61)		(\$14,727.29)
Revenue Grand Total:	\$685,907.00	\$0.00	\$685,907.00	(\$59,900.25)	\$0.00	\$349,991.86	\$335,915.14	51%	\$1,503,786.54
Expenditure Grand Total:	\$685,907.00	\$0.00	\$685,907.00	\$57,244.93	\$1,100.44	\$467,808.24	\$216,998.32	66%	\$660,619.24
Grand Total:	\$0.00	\$0.00	\$0.00	(\$117,145.18)	(\$1,100.44)	(\$117,816.38)	\$118,916.82		\$843,167.30

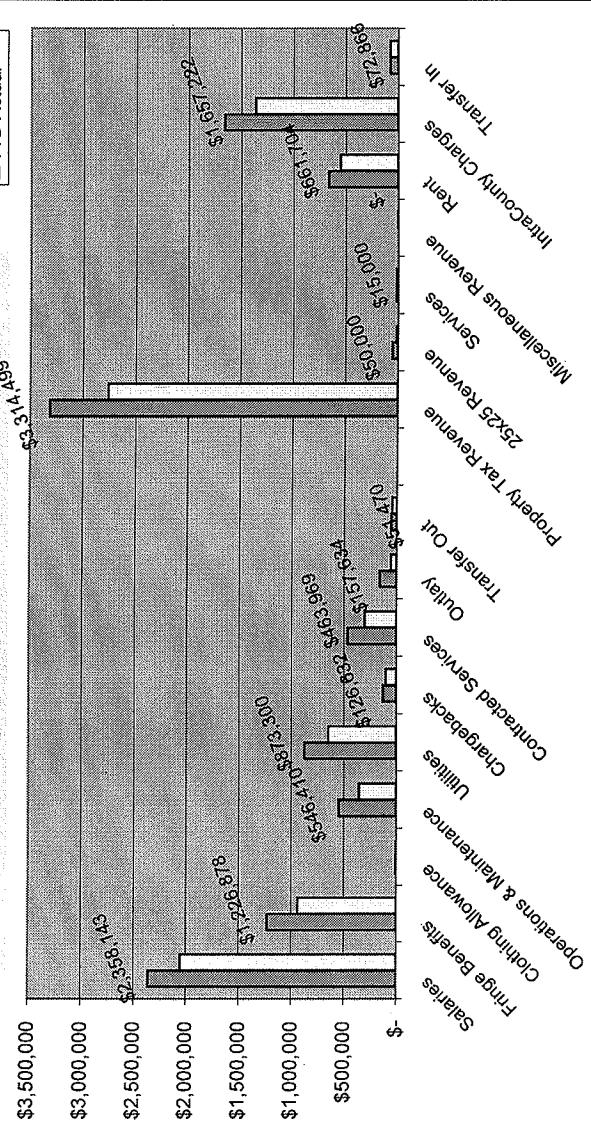
Brown County
Facilities Management
Budget Status Report
10/31/2009

	Annual Budget	YTD Actual
Salaries	\$ 2,358,143	\$ 2,055,183
Fringe Benefits	\$ 1,226,878	\$ 937,528
Clothing Allowance	\$ 6,855	\$ 4,378
Operations & Maintenance	\$ 546,410	\$ 365,381
Utilities	\$ 873,300	\$ 648,517
Chargebacks	\$ 126,632	\$ 98,425
Contracted Services	\$ 463,969	\$ 302,429
Outlay	\$ 157,634	\$ 52,092
Transfer Out	\$ 51,470	\$ 40,000
Property Tax Revenue	\$ 3,314,499	\$ 2,762,080
25x25 Revenue	\$ 50,000	\$ 10,355
Services	\$ 15,000	\$ 12,500
Miscellaneous Revenue	\$ -	\$ 2,754
Rent	\$ 661,704	\$ 560,708
InfraCounty Charges	\$ 1,657,222	\$ 1,363,785
Transfer In	\$ 72,866	\$ 72,866

HIGHLIGHTS:
Expenditure and revenues on track to meet year end budget goals
Expenses:
Total expenses to date: \$4,408,569

Revenues:
Total revenues to date: \$4,775,048

Facilities Management - October 31, 2009



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	450.056.4901	CTC Bldg - Donations	\$28,305
<input checked="" type="checkbox"/>	<input type="checkbox"/>	450.056.611.020	CTC Bldg – Outlay equipment	\$28,305
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

To allocate a \$25,000 donation from the Green Bay Packers as well as various other smaller donations for several projects at the new CTC building including artwork, TVs and an ice cream cooler.

AUTHORIZATIONS


Signature of Department Head

 Department: Fire & Park Maint

 Date: 11/17/09


Signature of Executive

 Date: 11/17/09

09-139

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input checked="" type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input checked="" type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.6110.020	Facility Outlay Equipment	35,000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.001.5708	Facility Professional Services	35,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.6110.100	Facility Outlay Other	7,500.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.001.5395	Facility Non-Outlay	7,500.00

Narrative Justification:

The request will provide needed funds for two energy projects which are included in Brown County's Sustainability Plan. The first project provides for the purchase and installation of a MET Tower (Meteorological Tower) at Brown County's South Landfill Site. The tower will gather wind data necessary for determining the feasibility of a wind project at this site. The cost of the tower is \$35,000. It is anticipated that wind turbines at this site could save the County up to \$525,000 a year in electricity. The second project provides for energy efficiency improvements at Libraries. The total project budget for this project is \$50,000, of which \$7500 is funded by Brown County and the remaining being funded by EECBG and FOE grants. It is estimated that these improvement will save approximately \$7,600 per year in utilities.

AUTHORIZATIONS

Signature of Department Head

Signature of Executive

Department:

Facilities Purch. Mgmt

Date:

13/15/09

Date:

11/24/09

①
11/24/09
13/15/09
②

2009 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPR'D REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-106	10/21/09	Golf Course	Allocation of \$30,000 of proceeds taken in from the Children's Charity Golf Classic.	5	Approved 11/12/09	Y		
09-107	11/5/09	NEW Zoo	Allocation of \$2,000 donation from Norman L. Jensen Trust to be used for Zoo supplies.	5	Approved 11/12/09	Y		
09-108	11/5/09	Sheriff	Allocation of \$5,664 for 2009 portion of two WisDOT grant awards for special patrol programs for alcohol and speed enforcement.	5	Approved 11/12/09	Y		
09-109	11/5/09	Human Services	Transfer of \$32,000 from CTC Administration to CTC Nursing Home to appropriately allocate funds that were erroneously budgeted under the wrong cost center.	1	Approved 11/12/09	N	---	J4787 No actual needed
09-110	11/6/09	Library	Transfer of \$58,835 from software to purchase books since the Library will not be joining the OWLNet consortium.	1	Approved 11/12/09	N	---	J4788 No actual needed
09-111	11/9/09	Court System	Various transfer of funds to cover several over-budget expense items for 2009.	3a/5	Approved 11/12/09	Y		
09-112	11/11/09	NEW Zoo	Allocation of \$560 donation from NEW Real Deal to be used to purchase three new radios for Guest Services staff.	5	Approved 11/20/09	Y		
09-113	11/12/09	Public Safety – E. Mgmt	Transfer of \$5,000 from Public Safety Non-outlay to E. Mgmt to cover the cost of budgeted VoIP telephones. Funds were simply budgeted in the incorrect account.	3a	Approved 11/20/09	N	---	J4918 No actual needed
09-114	11/13/09	Corporation Counsel	Transfer of funds from under-budget legal services account to cover deficits in various other accounts mainly because of increased costs associated with increased TPR staff.	3a	Approved 11/20/09	N	---	J4919 No actual needed
09-115	11/17/09	Facility and Park Mgmt	Allocation of \$28,305 in donations (\$25,000 from GB Packers) for several projects at the new CTC building including artwork, TVs and an ice cream cooler.	5	Approved 11/20/09	Y		
09-116	11/17/09	Facility and Park Mgmt	Utilize \$45,500 in Parks funds from various under-budget accounts to purchase a mower and partially fund a wind turbine at Bay Shore Park.	2b	Approved 11/20/09	Y		
09-117	11/17/09	Facility and Park Mgmt	Utilize \$500 of Rails to Trails fund balance to cover additional utility costs since 2009 was a longer winter than anticipated.	3a	Approved 11/20/09	N	---	J4920 No actual needed
09-118	11/18/09	Sheriff	Transfer \$23,000 from Jail to Support Services contracted services to cover projected prisoner transport transportation costs.	3a	Approved 11/20/09	N	---	J4921 No actual needed
09-119	11/19/09	Public Safety – E. Mgmt	Allocation of a \$24,200 grant to coordinate workshops and tabletop exercises related to long-term power outages.	5	Approved 11/20/09	Y		
09-120	11/18/09	Public Safety – E. Mgmt	Transfer \$13,200 from FoxComm reserves to E. Management to cover salaries/fringe difference unaccounted for when part-time OM position was reclassified to a full-time E. Mgmt Coordinator during 2009.	3b	Approved 11/20/09	Y		
09-121	11/19/09	Library	Allocation of \$20,939 grant from Nicolet Federated Library System for the PC reservation project.	5	Approved 11/20/09	Y		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQD?	BOARD ACTION/DATE	FINANCE REF.
09-122	11/20/09	Library	Transfer of \$10,000 from supplies and postage to repairs and maintenance to perform energy conservation measures as outlined in a recent energy audit.	1	Approved 11/20/09	N	---	J4922 No actual needed
09-123	11/24/09	Human Services	Allocation of \$9,999 juvenile accountability block grant from OJA to be used for alternatives to secure detention for truancy cases in juvenile courts/probation.	5	Approved 11/25/09	Y		
09-124	11/24/09	Human Services	Transfer of \$102,900 from various accounts to the State Assessment account to meet the total assessment expense.	3a	Approved 11/25/09	Y	---	J5438 No actual needed
09-125	11/24/09	Human Services	Re-establishment of education contract services budget line inadvertently eliminated during the new financial system conversion.	1	N/A	N	---	J5439 No actual needed
09-126	11/30/09	Human Services	Allocation of \$33,030 between equipment non-outlay budget cost centers.	1	N/A	N	---	J5441 No actual needed
09-127	11/30/09	Medical Examiner	Transfer of \$2,000 to cover a shortage in the telephone account for 2009.	3a	Approved 12/3/09	N	---	J5442 No actual needed
09-128	12/1/09	NEW Zoo	Allocation of a \$1,000 donation from Immel to be used toward zookeeper continuing education.	5	Approved 12/3/09	Y		
09-129	12/1/09	NEW Zoo	Allocation of \$4,000 in additional zoo pass revenue for medical services	5	Approved 12/3/09	Y		
09-130	12/1/09	NEW Zoo	Transfer of \$4,000 to medical expenses for unanticipated cost of animal/vet care.	3a	Approved 12/3/09	N	---	J5443 No actual needed
09-131	12/1/09	Public Safety – E. Mgmt	Allocation of \$69,606 grant to purchase P25 compliant radios for Villages of Hobart, Howard and Wrightstown.	5	Approved 12/3/09	Y		
09-132	12/2/09	Court System	Use of Family Court fund balance to cover rent, phone services and other expenses to move the program from the old MHC.	3a	Approved 12/3/09	N	---	J5445 No actual needed
09-133	12/2/09	Sheriff	Move \$33,249 in pass-through stimulus funds from GBPD to newly created stimulus grant revenue account for better tracking.	1	N/A	N	---	J5446 No actual needed
09-134	12/3/09	Administration - IS	Allocation of \$20,300 in unbudgeted revenue from a printer upgrade promotion to apply to the replacement of failing printers.	5	Approved 12/11/09	Y		
09-135	12/9/09	Facility and Park Mgmt	Transfer of \$1,500 to reimburse cooperating partners for the Boat Launch Annual Pass program.	3a	Approved 12/11/09	N	---	
09-136	12/10/09	Administration	Transfer of \$675 to cover an end-of-year shortfall in the telephone account.	3a	Approved 12/11/09	N	---	
09-137	12/11/09	District Attorney	Transfer of \$62,300 from/to various funds to cover shortfalls for 2009 in several different accounts. See budget adjustment for justifications.	5	Approved 12/11/09	Y		
09-138	12/11/09	Human Services	Transfer of \$23,538 between cost centers to pay for VoIP telephones purchased for the AODA/CTP unit.	1	N/A	N	---	

GRANT APPLICATION APPROVAL LOG
 December Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-42	11/5/09	Sheriff	Speed Enforcement	WI DOT Bureau of Transportation Safety	\$15,000	\$3,750	10/09-9/10	Funds additional patrol hours targeting OWI, speeding and seat belt enforcement (match met by current traffic enforcement team duties)
09-43	11/5/09	Sheriff	Impaired Driving Enforcement (OWI)	WI DOT Bureau of Transportation Safety	\$30,000	\$7,500	10/09-9/10	Funds additional patrol hours targeting OWI enforcement (match met by current traffic enforcement team duties)
09-44	11/19/09	Public Safety - E. Mgmt	Hazardous Materials Emergency Planning	WI Emergency Management	\$3,750	\$0	10/09-9/10	Funds will hire a contractor to study hazardous materials transported through the I-43 Corridor.
09-45	11/24/09	PALS - LIO	The National Map: Imagery and Elevation Maps under ARRA	U.S. Geological Society	\$251,666	\$0	2/10-12/10	Funds will be used to obtain elevation mapping of Brown County to support stormwater management, floodplain map review, transportation infrastructure, etc.
09-46	12/2/09	Public Safety - E. Mgmt	Homeland Security - HS NIMS and ICS Training (2008)	WI Office of Justice Assistance	\$5,040	\$0	1/10-6/10	Funds will hire instructors to teach EMS-specific incident command for community emergency responders at GB Fire Department.

DEPARTMENT OF ADMINISTRATION

Brown County

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LYNN A. VANDEN LANGENBERG

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DIRECTOR

December 16, 2009

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg
Director of Administration

SUBJECT: October 2009 Property Tax Levy Financial Report

Attached is the County-wide financial report for those departments with property tax levy, sorted by the standing committee reporting line. The Organizational Efficiency transfer from Health Insurance (Fringe Benefits) to the General Government was recorded in October. Additional adjustments are described below.

Overall, the County budget is expected to be \$1,325,184 positive. Following is a brief summary of each department.

Administration Committee

The Corporation Counsel financial report shows an over budget status. The Guardian Ad Litem and IV-E revenues are below budget. We are researching if revenue is due that has not been received.

Treasurer's department is over budget a net of \$120,416. Interest income is down; however, there have been savings in the expenses.

General Government has \$328,829 excess due to the additional savings transferred for the Organizational Efficiency requirement (budget of \$835,487 but actually transferred \$1,365,000). There were carry-overs approved of \$382,379 which decreased this excess.

Human Resources – at year-end casual day payouts are reimbursed to the departments.

General Government – Shared Revenue funds are received in November.

Debt Service – the second installment of interest payments are made October 31.

Note that interest income is \$308,500 below budget due to low interest rates. This is offset by a \$281,300 savings in interest expense and the \$90,141 rebate.

Debt Service Principal – Principal payments are made on October 31.

The resulting balance is carried into the next year and applied to future payments.



Ed & Rec Committee

All departments are within budget.

Library – regarding property tax levy, if a balance remains at year-end, is retained by the Library

Health & Human Services

The Community Treatment Center is over budget by \$542,718. Any overage will be transferred from the Community Programs fund balance. An estimate to the revenue has been made for Community Programs as the revenue was not recorded when the October general ledger was closed. Community Programs intends to change their process to record these revenues in the proper reporting month.

PD&T Committee

Register of Deeds' revenue is lower than expected due to the weak housing market.

Highway has project billings that are not reported monthly but at interim billing cycles per the contract agreements. Both Highway and Roads & Bridges retain their fund balance for subsequent year projects.

Public Safety Committee

All departments are currently within budget.

Circuit Courts – all State revenue has been recorded, which will cause a shortfall with no additional funds to cover the last three months of expenditures. This shortfall will be covered with a budget adjustment between the Clerk of Courts' budget and Circuit Courts. The Clerk of Courts' budget has additional revenue collections.

The Sheriff's department reports quarterly the municipal charges. An adjustment of \$166,000 has been made to the financial statements.

If you have any specific questions regarding this information, please feel free to contact my office at 448-4035.

cc: Tom Hinz, County Executive

Brown County
Financial Statement Results
Property Tax Levy (Over) Under Approved Amount
As of 10/31/2009

Department	Total 2009 Levy	Prorated Budget	Actual Need	Adjustments	(Over) Under	Under = savings
Corporation Counsel	\$ 266,288	\$ 221,890	\$ 250,835			
Clerk	\$ 399,916	\$ 333,263	\$ 252,994			
Administration	\$ 1,406,312	\$ 1,171,927	\$ 1,065,246			
Facilities	\$ 3,314,499	\$ 2,762,083	\$ 2,393,601			
Human Resources	\$ 1,643,125	\$ 1,369,271	\$ 711,768	\$ 491,006		
Treasurer expenses	\$ 655,907	\$ 546,589	\$ 450,349			
Treasurer Investment Income	\$ (4,069,300)	\$ (3,391,083)	\$ (3,174,667)			
General Government	\$ (13,675,670)	\$ (13,675,670)	\$ (9,066,804)	\$ (4,937,695)		
Child Support	\$ 436,732	\$ 363,993	\$ 269,778	\$ 30,000		
Debt Service	\$ 3,430,900	\$ 3,430,900	\$ 1,862,468	\$ 1,568,432		
Debt Service Principal	\$ 7,528,000	\$ 7,528,000	\$ -	\$ 7,528,000		
Administration Committee Sub-total	\$ 1,336,749	\$ 661,163	\$ (4,984,432)	\$ 4,679,743	\$ 965,852	
Library	\$ 6,735,869	\$ 5,613,224	\$ 5,374,330	\$ 238,894		
Museum	\$ 1,076,857	\$ 897,381	\$ 868,014			
Parks	\$ 1,412,338	\$ 1,176,948	\$ 1,041,524			
Veterans Services	\$ 437,723	\$ 364,769	\$ 341,427			
Ed & Rec Committee Sub-total	\$ 9,662,787	\$ 8,052,323	\$ 7,625,295	\$ 238,894	\$ 188,134	
Board of Supervisors	\$ 758,386	\$ 631,988	\$ 558,073			
Executive	\$ 346,714	\$ 288,928	\$ 285,255			
Executive Committee Sub-total	\$ 1,105,100	\$ 920,917	\$ 843,328	\$ -	\$ 77,589	
Community Programs	\$ 19,575,129	\$ 16,312,608	\$ 29,449,959	\$ (13,278,099)	\$ 140,748	
Community Treatment Center	\$ 3,186,247	\$ 2,655,206	\$ 3,274,437	\$ (76,513)		
Health	\$ 2,107,185	\$ 1,755,988	\$ 1,990,799	\$ (238,075)	\$ (542,718)	
Aging & Disability	\$ 1,068,354	\$ 890,295	\$ 890,295			
Syble Hopp	\$ 3,031,759	\$ 2,526,466	\$ 2,513,701	\$ 12,765		
Human Services Committee Sub-total	\$ 28,988,674	\$ 24,149,562	\$ 38,119,191	\$ (13,579,922)	\$ (398,707)	
Land & Water Conservation	\$ 551,059	\$ 459,249	\$ 429,006	\$ (30,000)		
Planning, Prop Listing, Zoning	\$ 882,422	\$ 735,352	\$ 705,251			
Register of Deeds	\$ (408,024)	\$ (340,020)	\$ (289,311)			
UW - Extension	\$ 463,240	\$ 386,033	\$ 318,389			
Highway	\$ 714,967	\$ 595,806	\$ (945,744)	\$ 1,541,550		
Highway County Roads & Bridges	\$ 1,588,840	\$ 1,324,033	\$ 698,926	\$ 625,107		
PD&T Sub-total	\$ 3,792,544	\$ 3,160,453	\$ 916,517	\$ 2,136,657	\$ 107,279	
Circuit Courts	\$ 2,829,536	\$ 2,357,947	\$ 2,356,391			
Clerk of Courts	\$ 567,198	\$ 472,665	\$ 305,271			
Public Safety Communications	\$ 5,337,781	\$ 4,448,151	\$ 4,398,935			
Medical Examiner	\$ 322,950	\$ 269,125	\$ 243,779			
District Attorney	\$ 1,257,575	\$ 1,047,979	\$ 1,041,822			
Sheriff	\$ 26,944,517	\$ 22,453,764	\$ 22,484,395	\$ (166,000)		
Public Safety Committee Sub-total	\$ 37,259,557	\$ 31,049,631	\$ 30,830,593	\$ (166,000)	\$ 385,038	
TOTALS	\$ 82,125,411	\$ 67,985,048	\$ 73,350,492	\$ (6,690,628)	\$ 1,325,184	

Comments on Adjustments
 (28,945) Guardian ad litem & IV-E revenues below budget
 80,269
 106,681
 368,482
 166,497 Year end entries
 96,240 Treasurer's net -\$120,176
 (216,416)
 328,829 Shared revenue income
 64,215 Adjusted FB transfer in \$30,000 with Land Con
 0
 0
 Library retains property tax levy in total
 29,367
 135,424
 23,342
 0
 Remaining balance is applied to negative fund balance
 (0)
 (542,718)
 3,264 Apply prior year grant income
 0
 (0)
 (50,709) Real estate market is still down
 67,644
 (0) Balance is retained in Highway Department; billings
 0 Amount petitioned for bridges is retained in the account
 1,556 All State revenue is rec'd; budget amendment pending
 167,394
 49,216
 25,346
 6,157 Budget adj. to use excess FB to cover operating expenses
 135,369 Municipal revenue is recorded quarterly

Brown County
Administration
Budget Status Report
10/31/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,038,157	\$ 804,883	77.53%
Fringe Benefits	\$ 355,311	\$ 275,431	77.52%
Operations & Maintenance	\$ 58,016	\$ 25,810	44.49%
Utilities	\$ 4,400	\$ 3,743	85.08%
Chargebacks	\$ 59,267	\$ 43,758	73.83%
Contracted Services	\$ 154,942	\$ 83,212	53.71%
Transfer Out	\$ 25,000	\$ 25,000	100.00%
Property Tax Revenue	\$ 1,406,312	\$ 1,171,930	83.33%
Miscellaneous Revenue	\$ 1,900	\$ 3,878	204.09%
Transfer In	\$ 286,881	\$ 192,712	67.17%

HIGHLIGHTS:

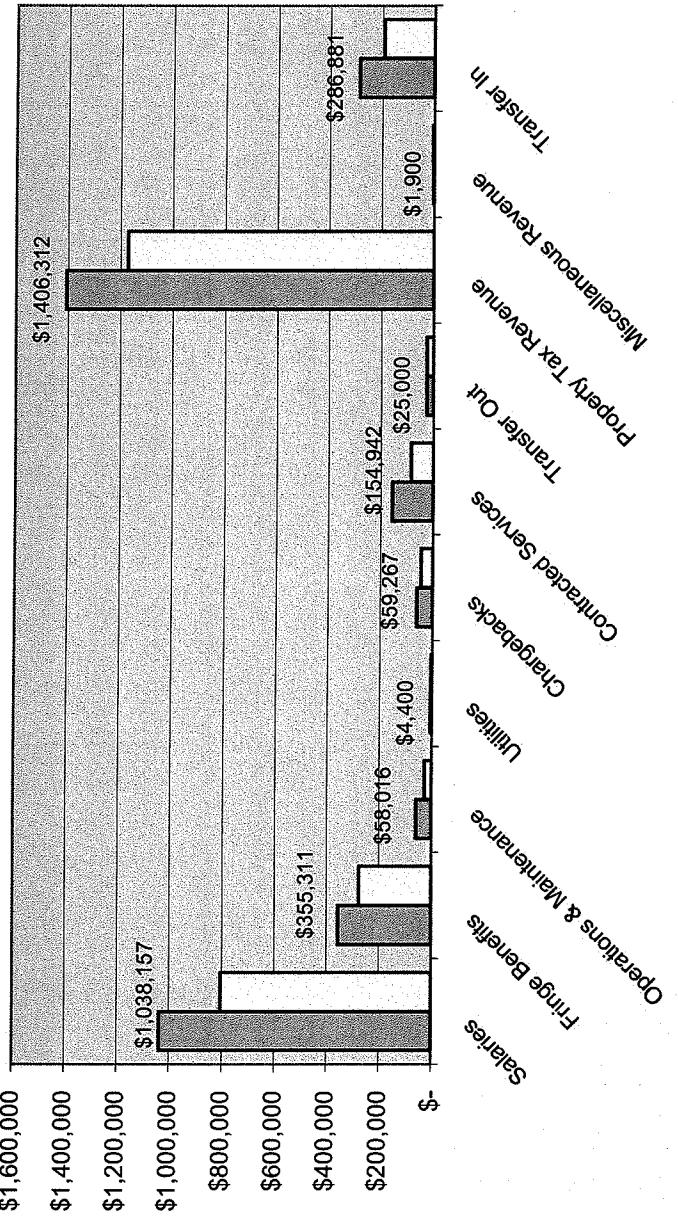
Expenses: Savings is occurring in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year.

Revenues: Transfer in covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

Administration
October 31, 2009

■ Annual Budget

□ YTD Actual



PRODUCTION *Brown Co* PRODUCTION

Administration, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Less Transactions	YTD Budget	Less YTD Transactions	Used / Rec'd	% Prior YTD Total
Fund: 100 - GF											
Revenues											
PTX - Property taxes	1,406,312.00	0.00	1,406,312.00	117,193.00	0.00	1,171,930.00	\$234,382.00	83%	1,181,930.00		
4100 - General property taxes	\$1,406,312.00	\$0.00	\$1,406,312.00	\$117,193.00	\$0.00	\$1,171,930.00	\$234,382.00	83%	\$1,181,930.00		
PTX Total:											
MRV - Miscellaneous revenue	1,900.00	0.00	1,900.00	527.30	0.00	3,877.62	(1,977.62)	204%		2,504.11	
4900 - Miscellaneous	\$1,900.00	\$0.00	\$1,900.00	\$527.30	\$0.00	\$3,877.62	(\$1,977.62)	204%		\$2,504.11	
MRV Total:											
CCD - Charges to county departments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4800 - Intra-county charge											
CCD Total:											
TRI - Transfer in	0.00	61,448.00	61,448.00	0.00	0.00	61,448.00	0.00	0.00	0.00	0.00	
9000 - Carryover	225,433.00	0.00	225,433.00	15,097.76	0.00	131,263.79	94,169.21	58%		193,541.00	
9002 - Transfer in											
TRI Total:											
Revenue Totals:											
Expenditures											
PER - Personnel services	1,065,738.00	(32,581.00)	1,033,157.00	98,290.54	0.00	734,405.28	298,751.72	71%	594,041.99		
5100 - Regular earnings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102 - Paid leave earnings	0.00	0.00	0.00	6,927.03	0.00	62,687.15	(62,687.15)	+++		61,479.82	
5102.100 - Paid leave earnings - Paid Leave											
5102.200 - Paid leave earnings - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102.300 - Paid leave earnings - Casual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102.400 - Paid leave earnings - Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102.500 - Paid leave earnings - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102.600 - Paid leave earnings - Other (funeral, jury duty, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5102.999 - Paid leave earnings - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5103 - Premium	5,000.00	0.00	5,000.00	624.73	0.00	7,790.20	(2,790.20)	156%		3,411.53	
5103.000 - Premium - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5103.100 - Premium - Comp time premium											
5103.200 - Premium - Shift differential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5103.300 - Premium - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PER Total:											

PRODUCTION *Brown Co* PRODUCTION

Administration, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	YTD Encumbrances	Less YTD Transactions	Used / Rec'd	% Prior YTD Total
FBT - Fringe benefits and taxes									
5110.100 - Fringe benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110.100 - Fringe benefits - FICA	403,224.00	(47,913.00)	355,311.00	7,763.49	0.00	59,114.79	296,196.21	0.00	+++ 47,546.66
5110.110 - Fringe benefits - Unemployment compensation	0.00	0.00	0.00	0.00	0.00	873.49	(873.49)	+++	963.77
5110.199 - Fringe benefits - Back pay fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110.200 - Fringe benefits - Health insurance	0.00	0.00	0.00	15,050.60	0.00	128,689.64	(128,689.64)	+++	153,620.28
5110.210 - Fringe benefits - Dental Insurance	0.00	0.00	0.00	1,155.39	0.00	11,182.36	(11,182.36)	+++	11,075.19
5110.220 - Fringe benefits - Life Insurance	0.00	0.00	0.00	182.18	0.00	868.52	(868.52)	+++	779.37
5110.230 - Fringe benefits - LT disability insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110.235 - Fringe benefits - Disability insurance	0.00	0.00	0.00	593.56	0.00	5,773.49	(5,773.49)	+++	6,870.63
5110.240 - Fringe benefits - Workers compensation insurance	0.00	0.00	0.00	38.97	0.00	389.70	(389.70)	+++	120.30
5110.300 - Fringe benefits - Retirement	0.00	0.00	0.00	4,197.84	0.00	30,596.96	(30,596.96)	+++	28,854.23
5110.310 - Fringe benefits - Retirement credit	0.00	0.00	0.00	5,485.31	0.00	37,941.65	(37,941.65)	+++	35,674.11
FBT Total:	\$403,224.00	(\$47,913.00)	\$355,311.00	\$34,467.34	\$0.00	\$275,430.60	\$79,880.40	78%	\$285,504.54
SRE - Salaries reimbursement									
5109.100 - Salaries reimbursement - Short term disability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SRE Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EMP - Employee costs									
5201 - Training and educations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMP Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OPM - Operations and maintenance									
5300 - Supplies	2,711.00	0.00	2,711.00	113.22	0.00	2,464.84	246.36	91%	2,022.78
5300.001 - Supplies - Office	4,000.00	0.00	4,000.00	136.78	0.00	3,615.76	384.24	90%	4,386.43
5300.003 - Supplies - Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5300.004 - Supplies - Postage	3,103.00	0.00	3,103.00	108.81	0.00	2,449.37	653.63	79%	2,479.07
5303 - Copy expense	2,900.00	0.00	2,900.00	101.10	0.00	2,952.54	(52.54)	102%	2,029.31
5304 - Printing	6,350.00	0.00	6,350.00	0.00	0.00	4,883.42	1,466.58	77%	5,450.20
5304.100 - Printing - Forms	2,000.00	0.00	2,000.00	0.00	0.00	1,655.90	344.10	83%	0.00
5305 - Dues and memberships	2,995.00	0.00	2,995.00	0.00	0.00	3,183.00	(188.00)	106%	2,961.47
5306.100 - Maintenance agreement - Software	20,121.00	0.00	20,121.00	0.00	0.00	2,388.75	17,732.25	12%	0.00

Administration, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	Used / Rec'd	% Prior YTD Total
Detail										
5308.100 - Vehicle/equipment - Gas, oil, etc.	0.00	0.00	0.00	0.00	0.00	0.00	3.22	(3.22)	+++	0.00
5310 - Advertising and public notice	500.00	0.00	500.00	0.00	0.00	0.00	500.00	500.00	0%	432.28
5330 - Books, periodicals, subscription	255.00	0.00	255.00	0.00	0.00	63.12	191.88	191.88	25%	15.00
5340 - Travel and training	13,081.00	0.00	13,081.00	331.75	0.00	2,150.15	10,930.85	10,930.85	16%	1,643.91
5365 - Special events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5390 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	658.48
OPM Total:	\$58,016.00	\$0.00	\$58,016.00	\$791.66	\$0.00	\$25,809.87	\$32,206.13	\$32,206.13	44%	\$22,078.93
UTL - Utilities										
5505 - Telephone	4,400.00	0.00	4,400.00	412.16	0.00	3,743.46	656.54	656.54	85%	3,461.82
UTL Total:	\$4,400.00	\$0.00	\$4,400.00	\$412.16	\$0.00	\$3,743.46	\$656.54	\$656.54	85%	\$3,461.82
CHG - Chargebacks										
5601.100 - Intra-county expense - Information services	57,147.00	0.00	57,147.00	5,177.82	0.00	41,991.37	15,155.63	15,155.63	73%	140,336.36
5601.200 - Intra-county expense - Insurance	2,120.00	0.00	2,120.00	176.67	0.00	1,766.70	353.30	353.30	83%	2,766.70
CHG Total:	\$59,267.00	\$0.00	\$59,267.00	\$5,354.49	\$0.00	\$43,758.07	\$15,508.93	\$15,508.93	74%	\$143,103.06
CON - Contracted services										
5706 - Temporary replacement help	0.00	92,994.00	92,994.00	0.00	0.00	55,561.85	37,432.15	37,432.15	60%	0.00
5708 - Professional services	38,000.00	23,948.00	61,948.00	11,100.00	12,000.00	27,650.00	22,298.00	22,298.00	64%	15,050.00
CON Total:	\$38,000.00	\$116,942.00	\$154,942.00	\$11,100.00	\$12,000.00	\$83,211.85	\$59,730.15	\$59,730.15	61%	\$15,050.00
OTH - Other										
5899 - Unallocated costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out										
9003.100 - Transfer out - General Fund	0.00	25,000.00	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00	100%	0.00
TRO Total:	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	100%	\$0.00
Expenditure Totals:	\$1,633,645.00	\$61,448.00	\$1,695,093.00	\$182,968.00	\$12,000.00	\$1,261,836.48	\$421,256.52	\$421,256.52	75%	\$1,128,131.69
Revenue Total:	\$1,633,645.00	\$61,448.00	\$1,695,093.00	\$132,818.06	\$0.00	\$1,368,519.41	\$326,573.59	\$326,573.59	81%	\$1,377,975.11
Expenditure Total:	\$1,633,645.00	\$61,448.00	\$1,695,093.00	\$182,968.00	\$12,000.00	\$1,261,836.48	\$421,256.52	\$421,256.52	75%	\$1,128,131.69
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	(\$50,149.94)	(\$12,000.00)	\$106,682.93	(\$94,682.93)	(\$94,682.93)		\$249,843.42
Revenue Grand Total:	\$1,633,645.00	\$61,448.00	\$1,695,093.00	\$132,818.06	\$0.00	\$1,368,519.41	\$326,573.59	\$326,573.59	81%	\$1,377,975.11
Expenditure Grand Total:	\$1,633,645.00	\$61,448.00	\$1,695,093.00	\$182,968.00	\$12,000.00	\$1,261,836.48	\$421,256.52	\$421,256.52	75%	\$1,128,131.69
Grand Total:	\$0.00	\$0.00	\$0.00	(\$50,149.94)	(\$12,000.00)	\$106,682.93	(\$94,682.93)	(\$94,682.93)		\$249,843.42

Brown County
Information Services
Budget Status Report

10/31/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,211,325	\$ 962,256	79.44%
Fringe Benefits	\$ 511,597	\$ 367,669	71.87%
Operations & Maintenance	\$ 1,668,189	\$ 1,077,333	64.58%
Utilities	\$ 252,616	\$ 142,411	56.37%
Chargebacks	\$ 5,849	\$ 5,391	92.17%
Contracted Services	\$ 272,915	\$ 118,076	43.26%
Depreciation	\$ 389,903	\$ 338,470	86.81%
Outlay	\$ -	\$ 8,892	-
Transfer Out	\$ 25,000	\$ 25,000	-
Charges for Sales and Service	\$ -	\$ 324	-
Miscellaneous Revenue	\$ -	\$ 20,300	-
Charges to County Departments	\$ 4,337,394	\$ 3,008,472	69.36%
Transfer In	\$ -	\$ 26,182	-

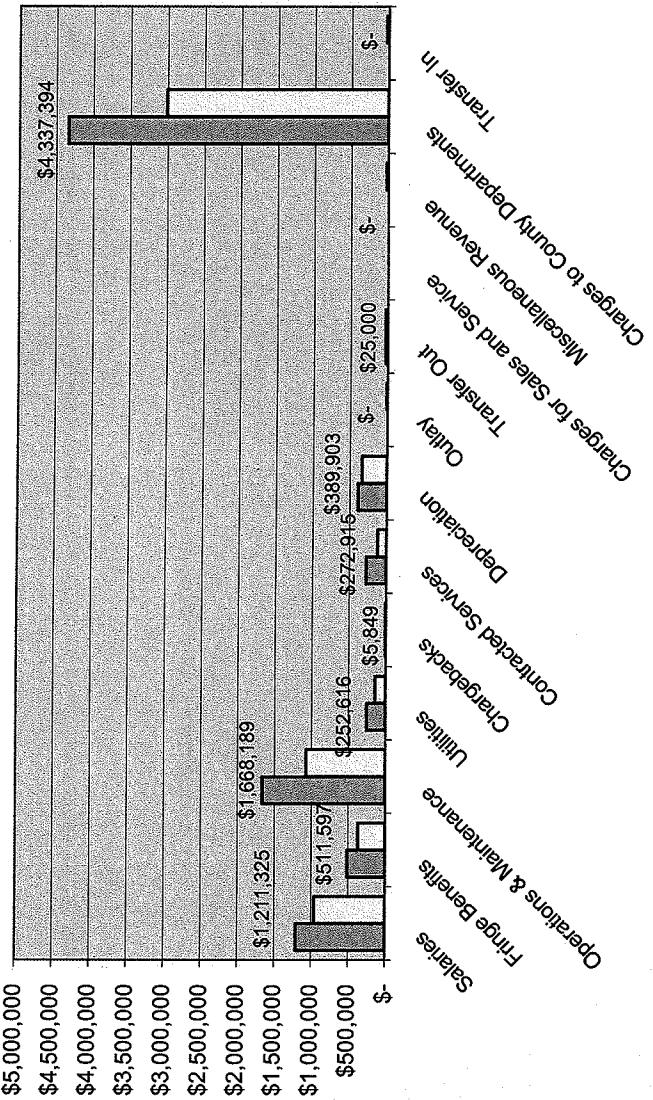
HIGHLIGHTS:

Expenses: Utilities costs are below budget due to the VOIP project phone services being delayed until June, but the costs were expected to start in March. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in Utilities. Contracted Services is less than budget due to the Fiber Optic maintenance costs being overprojected.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Miscellaneous Revenue is for printer rebates. Transfer In is the 2009 costs incurred for Fiber Optics, which was bond funded, and then transferred as an asset to IS.

Information Services October 31, 2009

■ Annual Budget
□ YTD Actual



PRODUCTION *Brown Co* PRODUCTION

Information Services, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Less Transactions	Budget YTD Transactions	Used / Rec'd	% Prior YTD Total
Fund 710 - Information Services										
Revenues										
CSS - Charges for sales and services										
4600 - Charges and fees	0.00	0.00	0.00	0.00	0.00	0.00	324.00	(324.00)	+++	50.68
CSS Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324.00	(\$324.00)	+++	\$50.68
MRV - Miscellaneous revenue										
4900 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	20,300.00	(20,300.00)	+++	19,800.00
MRV Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,300.00	(\$20,300.00)	+++	\$19,800.00
CCD - Charges to county departments										
4800 - Intra-county charge	4,071,892.00	265,502.00	4,337,394.00	376,037.36	0.00	3,008,471.82	1,328,922.18	69%	3,221,994.34	
CCD Total:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$376,037.36	\$0.00	\$3,008,471.82	\$1,328,922.18	69%	3,221,994.34	
TRI - Transfer in										
9001 - Capital Contribution	0.00	0.00	0.00	0.00	0.00	0.00	26,182.00	(26,182.00)	+++	0.00
9002 - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	5,000.00
TRI Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,182.00	(\$26,182.00)	+++	\$5,000.00
Revenue Totals:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$376,037.36	\$0.00	\$3,055,277.82	\$1,282,116.18	70%	\$3,246,845.02	
Expenditures										
PER - Personnel services										
5100 - Regular earnings	1,172,245.00	0.00	1,172,245.00	117,210.92	0.00	818,723.09	353,521.91	70%	731,826.05	
5102 - Paid leave earnings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,100 - Paid leave earnings - Paid Leave	0.00	0.00	0.00	11,100.76	0.00	85,537.63	(85,537.63)	+++	91,036.97	
5102,200 - Paid leave earnings - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,300 - Paid leave earnings - Casual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,400 - Paid leave earnings - Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,500 - Paid leave earnings - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,600 - Paid leave earnings - Other (funeral, jury duty, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102,999 - Paid leave earnings - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103 - Premium	0.00	34,080.00	39,080.00	2,323.39	0.00	57,995.33	(18,915.33)	148%	6,181.91	
5103,000 - Premium - Overtime	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103,100 - Premium - Comp time premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103,200 - Premium - Shift differential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103,300 - Premium - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
PER Total:	\$1,177,245.00	\$34,080.00	\$1,211,325.00	\$130,635.07	\$0.00	\$962,256.05	\$249,068.95	79%	\$829,044.93	

Information Services, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	Transactions	YTD Budget Less YTD Transactions	% Used / Rec'd	% Prior YTD Total
EBT - Fringe benefits and taxes									
5110-100 - Fringe benefits - FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.110 - Fringe benefits - Unemployment compensation	536,597.00	(25,000.00)	511,597.00	9,548.39	0.00	70,516.52	441,080.48	14%	59,993.12
5110.199 - Fringe benefits - Back pay fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.200 - Fringe benefits - Health insurance	0.00	0.00	0.00	22,329.61	0.00	181,528.41	(181,528.41)	+++	206,856.26
5110.210 - Fringe benefits - Dental Insurance	0.00	0.00	0.00	1,537.51	0.00	13,671.59	(13,671.59)	+++	12,623.76
5110.220 - Fringe benefits - Life Insurance	0.00	0.00	0.00	378.54	0.00	1,569.68	(1,569.68)	+++	1,161.82
5110.230 - Fringe benefits - LT disability insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.235 - Fringe benefits - Disability insurance	0.00	0.00	0.00	756.74	0.00	7,315.38	(7,315.38)	+++	8,245.17
5110.240 - Fringe benefits - Workers compensation insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.300 - Fringe benefits - Retirement credit	0.00	0.00	0.00	5,878.58	0.00	43,067.84	(43,067.84)	+++	38,039.41
5110.310 - Fringe benefits - Retirement credit	0.00	0.00	0.00	7,228.99	0.00	49,999.82	(49,999.82)	+++	47,543.42
EBT Total:	\$536,597.00	(\$25,000.00)	\$511,597.00	\$47,658.36	\$0.00	\$367,669.24	\$143,927.76	72%	\$374,462.96
SRE - Salaries reimbursement									
5109.100 - Salaries reimbursement - Short term disability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5109.400 - Salaries reimbursement - Workers compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
SRE Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OPM - Operations and maintenance									
5300 - Supplies	65,950.00	3,399.00	69,349.00	776.52	0.00	44,218.81	25,130.19	64%	36,278.65
5300.001 - Supplies - Office	6,600.00	0.00	6,600.00	0.00	0.00	1,831.76	4,768.24	28%	6,427.33
5300.003 - Supplies - Technology	13,600.00	0.00	13,600.00	0.00	1,638.27	17,826.67	(5,864.94)	143%	13,474.16
5300.004 - Supplies - Postage	100.00	0.00	100.00	86.51	0.00	131.41	(31.41)	131%	502.06
5303 - Copy expense	1,000.00	0.00	1,000.00	15.77	0.00	685.50	314.50	69%	906.41
5304 - Printing	200.00	0.00	200.00	10.94	0.00	166.67	33.33	83%	215.06
5304.100 - Printing - Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5305 - Dues and memberships	1,275.00	0.00	1,275.00	0.00	0.00	824.00	451.00	65%	325.00
5306.100 - Maintenance agreement - Software	576,134.00	26,243.00	602,377.00	24,869.11	0.00	432,973.32	169,403.68	72%	597,488.07
5307.100 - Repairs and maintenance - Equipment	288,341.00	10,600.00	268,941.00	9,540.46	0.00	160,469.65	108,471.35	60%	143,464.38

Information Services, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget less YTD Transactions	Used / Rec'd	% Prior YTD Total
5307.200 - Repairs and maintenance - Vehicle	2,500.00	0.00	2,500.00	0.00	0.00	756.25	1,743.75	30%	72.79
5308.100 - Vehicle/equipment - Gas, oil, etc.	2,500.00	0.00	2,500.00	147.97	0.00	1,006.28	1,493.72	40%	1,520.95
5330 - Books, periodicals, subscription	1,296.00	0.00	1,296.00	0.00	0.00	219.47	1,076.53	17%	1,696.16
5335 - Software	56,366.00	81,845.00	138,211.00	0.00	0.00	0.00	138,211.00	0%	39,379.32
5340 - Travel and training	44,600.00	0.00	44,600.00	4.40	0.00	7,896.83	36,703.17	18%	11,684.12
5395 - Equipment - nonoutay	488,640.00	27,000.00	515,640.00	6,480.00	9,792.00	408,326.00	97,522.00	81%	392,735.53
OPM Total:	\$1,519,102.00	\$149,087.00	\$1,668,189.00	\$41,931.68	\$11,430.27	\$1,077,332.62	\$579,426.11	65%	\$1,246,169.99
<u>INS - Insurance costs</u>									
5400.210 - Claims - Subrogation recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
INS Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<u>UTL - Utilities</u>									
5505 - Telephone	23,900.00	0.00	23,900.00	3,221.89	0.00	20,990.22	2,909.78	88%	28,346.03
5507 - Other utilities	235,096.00	(6,380.00)	228,716.00	20,869.61	4,387.50	121,420.51	102,907.99	55%	239,455.22
UTL Total:	\$258,996.00	(\$6,380.00)	\$252,616.00	\$24,091.50	\$4,387.50	\$142,410.73	\$105,817.77	58%	\$267,801.25
<u>CHG - Chargebacks</u>									
5601.200 - Intra-county expense - Insurance	5,849.00	0.00	5,849.00	539.10	0.00	5,391.00	458.00	92%	7,226.20
CHG Total:	\$5,849.00	\$0.00	\$5,849.00	\$539.10	\$0.00	\$5,391.00	\$458.00	92%	\$7,226.20
<u>CON - Contracted services</u>									
5704 - Security	9,600.00	0.00	9,600.00	1,414.69	2,205.31	7,169.37	225.32	98%	7,431.23
5708 - Professional services	174,600.00	88,715.00	263,315.00	35,148.67	30,567.83	110,906.81	121,840.36	54%	63,411.16
CON Total:	\$184,200.00	\$88,715.00	\$272,915.00	\$36,563.36	\$32,773.14	\$118,076.18	\$122,065.68	55%	\$70,842.39
<u>OTH - Other</u>									
5821 - Closure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5889 - Unallocated costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<u>DEP - Depreciation</u>									
6000.020 - Depreciation - Equipment	389,903.00	0.00	389,903.00	32,946.42	0.00	338,470.43	51,432.57	87%	331,940.00
DEP Total:	\$389,903.00	\$0.00	\$389,903.00	\$32,946.42	\$0.00	\$338,470.43	\$51,432.57	87%	\$331,940.00
<u>OUT - Outlay</u>									
6110 - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
6110.020 - Outlay - Equipment (\$5,000+)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	112,752.00
6110.900 - Outlay - Contra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

Information Services, 103109, Budget Performance Report

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	Transactions	YTD Transactions	Less YTD Transactions	Used / Rec'd	% Prior YTD Total
6190 - Disposition of fixed assets	0.00	0.00	0.00	0.00	0.00	0.00	8,892.26	(8,892.26)	+++	6,605.30
OUT Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,892.26	(\$8,892.26)	+++	\$119,357.30
TRO - Transfer out										
9003 - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9003.100 - Transfer out - General Fund	0.00	26,000.00	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00
TRO Total:	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	100%	\$0.00
Expenditure Totals:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$339,365.49	\$48,590.91	\$3,045,498.51	\$1,243,304.58	\$1,243,304.58	71%	\$3,246,845.02
Revenue Total:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$376,037.36	\$0.00	\$3,055,277.82	\$1,282,116.18	\$1,282,116.18	70%	\$3,246,845.02
Expenditure Total:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$339,365.49	\$48,590.91	\$3,045,498.51	\$1,243,304.58	\$1,243,304.58	71%	\$3,246,845.02
Fund: 710 Net Total	\$0.00	\$0.00	\$0.00	\$36,671.87	(\$48,590.91)	\$9,779.31	\$38,811.60	\$38,811.60	\$0.00	\$0.00
Revenue Grand Total:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$376,037.36	\$0.00	\$3,055,277.82	\$1,282,116.18	\$1,282,116.18	70%	\$3,246,845.02
Expenditure Grand Total:	\$4,071,892.00	\$265,502.00	\$4,337,394.00	\$339,365.49	\$48,590.91	\$3,045,498.51	\$1,243,304.58	\$1,243,304.58	71%	\$3,246,845.02
Grand Total:	\$0.00	\$0.00	\$0.00	\$36,671.87	(\$48,590.91)	\$9,779.31	\$38,811.60	\$38,811.60	\$0.00	\$0.00

09-134

BUDGET ADJUSTMENT REQUEST

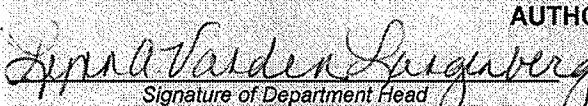
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.4900	Other Miscellaneous Revenue	\$20,300
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5395	Equipment-Nonoutlay	\$20,300
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Information Services generated unbudgeted revenue by participating in a printer upgrade promotion offered by Market Velocity and would like to allocate these funds to our equipment replacement plan for replacement of failing printers.

OK RGH 11/06/09

AUTHORIZATIONS	
 Signature of Department Head	
Department:	12/3/09
Date:	12/3/09
 Signature of Executive	
Date: 12/11/09	

DEPARTMENT OF ADMINISTRATION

Brown County

DIVISION OF INFORMATION SERVICES
ROBERT J. HEIMANN, DIRECTOR

305 E. WALNUT STREET, FIFTH FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

DIRECTOR

**Information Services Update for Administration Committee
December 22, 2009**

Fiber Optic Project Update

- The fiber optic project had the final building connections of the fiber optic cables completed on Friday, December 4, 2009. Trouble shooting on two faulty fiber strands is underway. Final documentation, acceptance and payment of the retainage are forthcoming. The Information Services Department now needs to connect from our equipment to the fiber connection points.
- The fiber to the Brown County Community Treatment Center (CTC) was completed ahead of schedule and was fully operational for the CTC move October 7-11, 2009.
- Additional sites recently added to the fiber network are Southwest Library, Ashwaubenon Library and UW Extension/Land and Water Conservation.
- Future sites will be added in early 2010 as switching equipment is funded from the 2010 budget including Solid Waste, DePere Library, Howard Library, Museum, Airport, Highway and the Sheriff substation in Howard.

Statements for Inpatient/Outpatient and Pharmacy

- At the November 9, 2009 County Board meeting the question came up about the amount of time a person spends correcting the monthly statements. This problem will be gone when new software is selected and installed for all CTC processing. There was a solution defined April 24, 2009 but was never adopted. Ability to Pay (ATP) dollars on statements were never accurate going back to approximately 1999 when the Keane system was installed. This issue caused a person to white out and manually insert the correct dollars.
- Previously a solution from Information Services writing a series of programs did not go forward because it could have affected vendor support. Now the vendor support is no longer an issue because of system obsolescence.
- On 12-3-09 a meeting was held with Lynn Vanden Langenberg, Colleen from Information Services, Kelly S., Laurie D. and Mary D., all from Human Services to discuss options. The option identified in step 2 may now be feasible because vendor support has been dropped.
- Investigation is underway to determine the amount of time needed to resolve this billing problem.

Budget Awareness

- After five months of discussions with one of Brown County's telecommunications vendors, the Information Services Department has prevailed and Brown County was awarded a \$10,500 credit on our billing.

Committee/County Board Assignments

- Discussions are taking place between Brown County Information Services and City of Green Bay Information Technology Departments on electrical power to County Board/City Council Chamber desks. We are also continuing to look at options to replace hardware and software used in that room.
- At the November 18, 2009 Administration Committee meeting I was asked to look at an option for conducting "pop-up" surveys on the Brown County Website. This will be a simple change to the website and will be added as a standard feature available.
- At the June 17, 2009 County Board meeting and June 25, 2009 Administration Committee meeting I was asked about wireless connectivity for PC's from the County Board/City Council Chambers Room. That connectivity is provided by the City of Green Bay and appeared to work adequately during the 11-9-09 County Board Budget meeting.

Miscellaneous

- The new IS System Administrator, Dave Bauman started December 8, 2009. Thank you for the support in filling this position.

There is no action being requested from the Administration Committee today on these issues.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

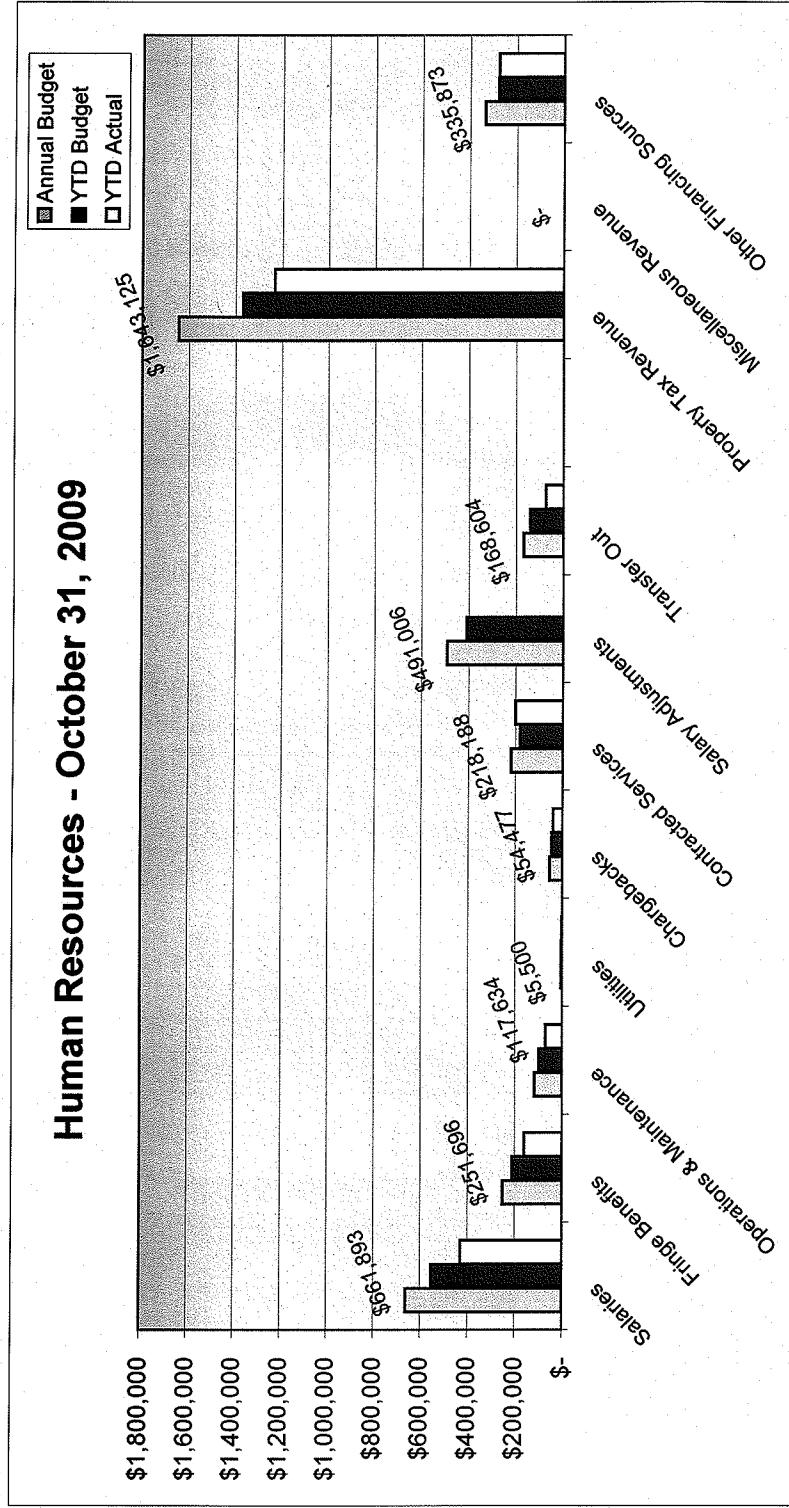
Brown County
 Human Resources
 Budget Status Report
 10/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 661,893	\$ 551,578	\$ 428,693
Fringe Benefits	\$ 251,996	\$ 209,747	\$ 160,802
Operations & Maintenance	\$ 117,634	\$ 98,028	\$ 71,179
Utilities	\$ 5,500	\$ 4,583	\$ 3,184
Chargebacks	\$ 54,477	\$ 45,398	\$ 40,001
Contracted Services	\$ 218,188	\$ 181,823	\$ 200,724
Salary Adjustments	\$ 491,006	\$ 409,172	\$ -
Transfer Out	\$ 168,604	\$ 140,503	\$ 75,286
Property Tax Revenue	\$ 1,643,125	\$ 1,369,271	\$ 1,232,343
Miscellaneous Revenue	\$ -	\$ -	\$ 327
Other Financing Sources	\$ 335,873	\$ 279,894	\$ 277,545

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - October 31, 2009



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: December 15, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR NOVEMBER 2009

Hires:

Full-Time:

Correctional Officer	2
Social Worker/Case Manager	1

Part-Time:

Food Service Worker	1
Shelter Care Worker	1

Limited Term/Seasonal/On-Call:

Extra Help – Child Support	1
Intern – CTC	1
Shelter Care Worker – on call	2

TOTAL HIRES: 9

Separations:

Full-Time:

Administrative Secretary	1
Child & Family Support Svc Mgr	1
Staff RN	1

Part-Time:

CNA	1
-----	---

Limited Term/Seasonal/On-Call:

Seasonal Maint. – Golf Course	3
Seasonal Trail Maint. – Parks	1

TOTAL SEPARATIONS: 8

Current Employees:

Regular Employees: 1463 (1375.15 FTE's)

Extra Help: 190 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1653

HUMAN RESOURCES DEPARTMENT

Brown County

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DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee
FROM: Debbie Klarkowski
Human Resources Manager
RE: 2010 Budget – Summary of position eliminations
DATE: December 22, 2009

Based on the 2010 Budget, following is a summary of the position eliminations:

Representation Unit	Deleted FTE's	Unfunded FTE's	Laid Off Employees
Administrative	7.0	8.3	3
Courthouse	6.0	1.5	2
Electricians	.5	0	0
Human Services Para-Professionals	2.0	5.0	2
Human Services Professionals	2.0	0	0
Library Para-Professionals	0	.53	0
CTC 1901	0	.5	0
CTC 1901-E RN's	1.0	1.4	0
Museum	.5	.36	1
TOTAL	19.0	17.59	8

HUMAN RESOURCES DEPARTMENT

Brown County

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GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee
FROM: Debbie Klarkowski
Human Resources
DATE: December 17, 2009
RE: Request To Fill Vacancy: Director of Administration

The Director of Administration position will be vacated in January, 2010. This is a critical position to Brown County as it:

- Ensures the County's financial operations conform to pertinent local, state and federal regulations and provides direction for those operations.
- Coordinates and oversees the planning and work product of the Manager for Finance and Purchasing functions.
- Works directly with County Board and Committees.
- Provides leadership and advice concerning overall direction and management of Brown County.

Therefore, it is recommended that the position of Director of Administration position be filled. This position is currently budgeted for in the table of organization and has no fiscal impact.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee
FROM: Debbie Klarkowski
Human Resources
DATE: December 17, 2009
RE: Request for Benefits for LTE position

Effective January 1, 2010, an employee will be assigned to a limited term position within the Department of Administration for implementation of the new financial systems (Payroll and Benefits Conversion). Per County Code 4.58 (Part-time and Seasonal Employment), a limited term position is not eligible to receive benefits.

This employee is critical to the success of the Payroll and Benefits Conversion Project; therefore, Human Resources and the Department of Administration are requesting benefits for this limited term position for the duration of the project.

The position is currently budgeted with fringes of \$10,186.63. Adding health and dental would be \$14,594.64. Therefore, the fringes associated with the limited term position are \$24,781.27.

The monies to fund the fringe associated with this position are available in the project budget. Therefore, there will be no additional budget impact.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Administration Committee

Fr: Debbie Klarkowski
Human Resources

Date: December 16, 2009

Ref: Organizational Development Coordinator

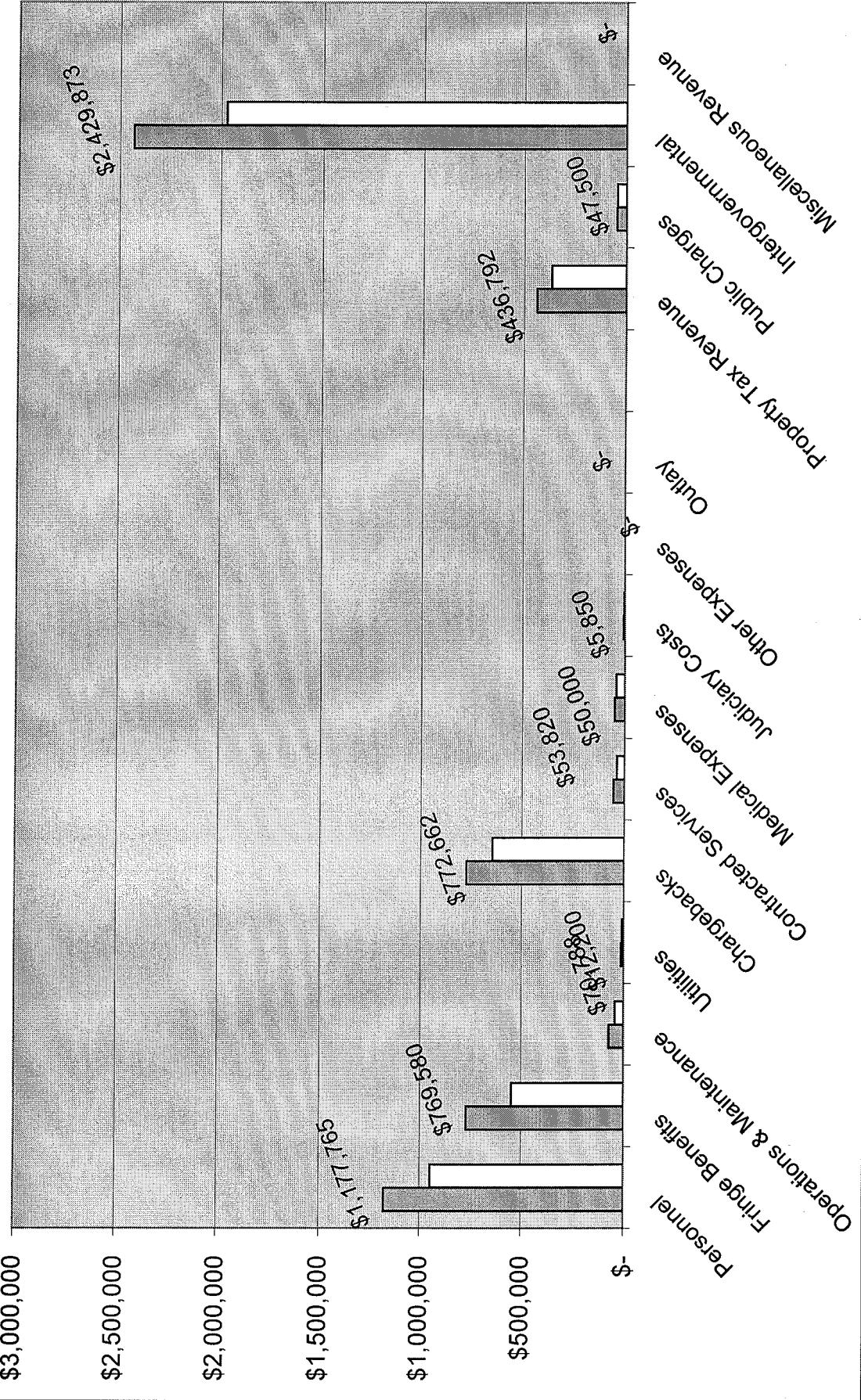
Lynn Vanden Langenberg has accepted the role of Organizational Development Coordinator in Human Resources. Lynn brings a diverse background including experience in financial operations, business and organization development. She has developed frontline staff, facilitated the decision making process and set strategic direction for management. Lynn has demonstrated a strong commitment to the vision and purpose of Brown County and will be a great asset to Human Resources.

Lynn has accepted this role effective January, 2010, at step 7, grade 19.

This is a new position to Brown County and as the position develops its role within the organization, we anticipate returning to committee with a reclassification request.

Child Support - October, 2009

Annual Budget
 YTD Actual



PRODUCTION *Brown C₀* PRODUCTION

Child Support Agency October 2009 Summary Budget Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	Used / Transactions	% Rec'd	Prior YTD Total
Fund: 210 - Child Support										
Revenues										
PTX - Property taxes	436,792.00	0.00	436,792.00	36,399.00	0.00	363,990.00	72,802.00	83%	308,230.00	
IGV - Intergovernmental	2,429,873.00	9,146.00	2,439,019.00	140,838.10	0.00	1,972,291.49	466,727.51	81%	2,009,433.50	
CSS - Changes for sales and services	47,500.00	0.00	47,500.00	5,899.14	0.00	44,443.31	3,056.69	94%	39,070.94	
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	64.00	
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00	
Revenue Totals:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$183,136.24	\$2,380,740.80	81%	\$2,356,738.44	
Expenditures										
PER - Personnel services	1,177,765.00	0.00	1,177,765.00	127,015.48	0.00	946,652.12	231,112.88	80%	918,088.36	
FBT - Fringe benefits and taxes	769,560.00	(25,000.00)	744,580.00	63,571.39	0.00	547,064.20	197,315.80	73%	609,443.34	
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	(13,981.31)	13,981.31	+++	(996.42)	
OPM - Operations and maintenance	70,788.00	371.00	71,159.00	5,986.76	711.60	42,406.96	28,040.44	61%	45,146.64	
UTL - Utilities	12,200.00	0.00	12,200.00	732.84	0.00	8,540.85	3,659.15	70%	7,370.71	
CHG - Chargebacks	772,662.00	0.00	772,662.00	76,545.85	0.00	643,978.24	128,683.76	83%	562,133.88	
CON - Contracted services	55,320.00	8,775.00	64,095.00	6,003.00	0.00	37,555.33	26,539.67	59%	46,115.38	
MED - Medical expenses	50,000.00	0.00	50,000.00	4,970.00	0.00	41,315.20	8,684.80	83%	33,438.00	
JUD - Judicial Costs	5,880.00	0.00	5,850.00	0.00	0.00	3,051.25	2,798.75	52%	3,925.00	
OTH - Other	0.00	0.00	0.00	0.00	0.00	4,946.61	(4,946.61)	+++	0.00	
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00	
TRO - Transfer out	0.00	25,000.00	25,000.00	25,000.00	0.00	25,000.00	0.00	100%	0.00	
Expenditure Totals:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$309,825.32	\$711.60	\$2,286,529.45	\$636,089.95	78%
Revenue Total:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$183,136.24	\$2,380,740.80	\$542,570.20	81%	\$2,356,738.44
Expenditure Total:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$309,825.32	\$711.60	\$2,286,529.45	\$636,089.95	78%
Fund: 210 Net Total	\$0.00		\$0.00	\$0.00	(\$126,689.08)	(\$711.60)	(\$94,211.35)	(\$93,499.75)		\$132,053.55
Revenue Grand Total:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$183,136.24	\$2,380,740.80	\$542,570.20	81%	\$2,356,738.44
Expenditure Grand Total:	\$2,914,165.00		\$9,146.00	\$2,923,311.00		\$309,825.32	\$711.60	\$2,286,529.45	\$636,089.95	78%
Grand Total:	\$0.00		\$0.00		(\$126,689.08)	(\$711.60)	(\$94,211.35)	(\$93,499.75)		\$132,053.55

Revenue Grand Total:
Expenditure Grand Total:
Grand Total:

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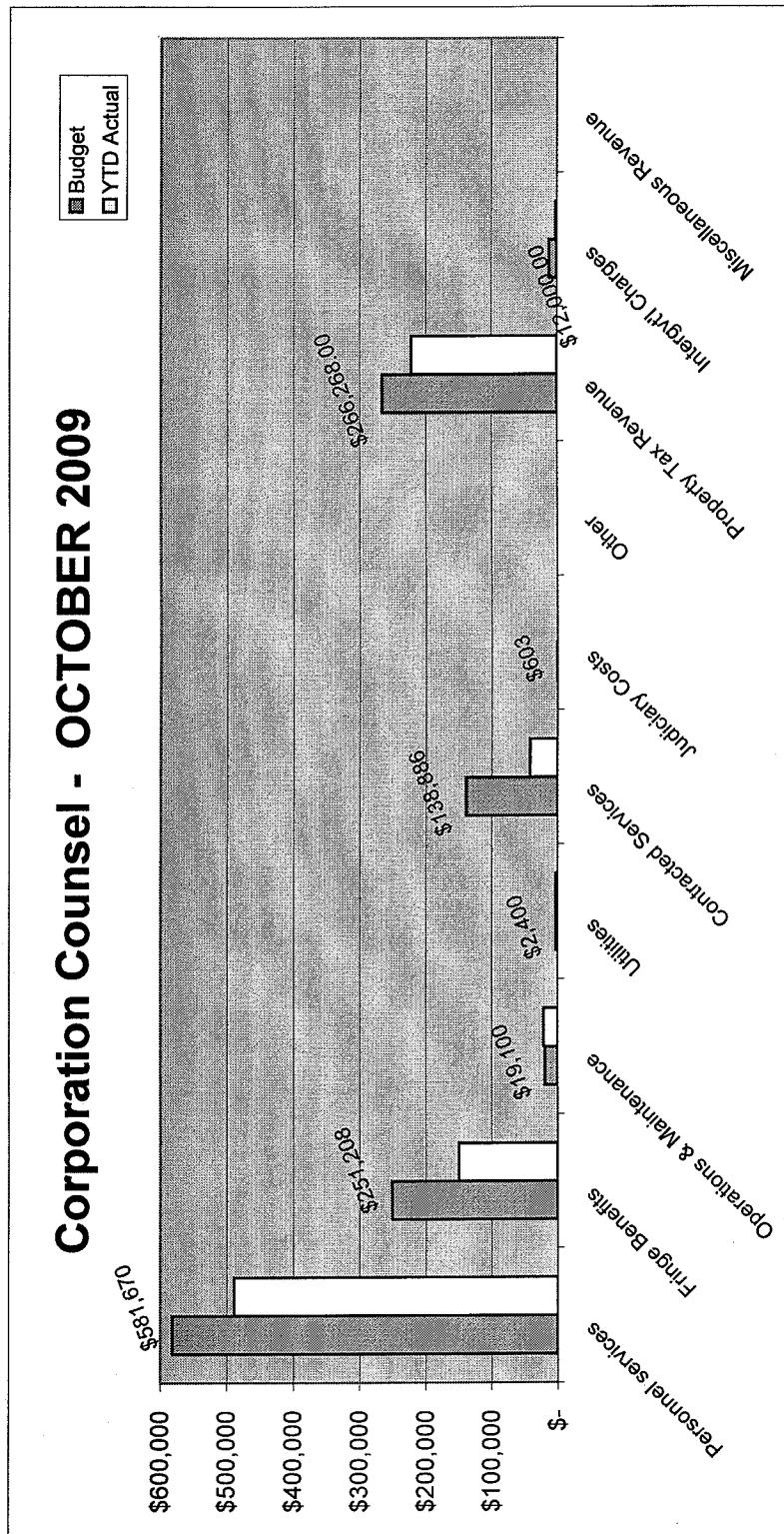
Brown County
Corporation Counsel
 Budget Status Report

10/31/2009

	Budget	Actual	YTD
Expenditures	\$ 581,670	\$ 489,319.93	
Personnel services	\$ 251,208	\$ 149,535.61	
Fringe Benefits	\$ 19,100	\$ 21,322.03	
Operations & Maintenance	\$ 2,400	\$ 2,744.72	
Utilities	\$ 138,886	\$ 41,526.17	
Contracted Services	\$ 603	\$ 186.00	
Judiciary Costs	\$ 266,268.00	\$ 221,890.00	
Other	\$ 12,000.00	\$ 2,190.00	
Property Tax Revenue	\$ 16.00	\$ 16.00	
Intergov'l Charges			
Miscellaneous Revenue			

HIGHLIGHTS:

Corporation Counsel - OCTOBER 2009



Budget by Account Classification Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Transactions Rec'd	Used / Transactions Rec'd	Prior Year Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	266,268.00	0.00	266,268.00	22,189.00	0.00	221,890.00	44,378.00	83%	351,198.00
CSS - Charges for sales and services	325,450.00	0.00	325,450.00	67.50	0.00	161,911.80	163,538.20	50%	238,056.43
ICS - Intergovernmental charges for services	12,000.00	0.00	12,000.00	0.00	0.00	2,190.00	9,810.00	18%	11,340.00
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	18,421.36
Revenue Totals:	\$603,718.00		\$603,718.00	\$22,256.50	\$0.00	\$386,007.80	\$217,710.20	64%	\$619,015.79
Expenditures									
PER - Personnel services	581,670.00	0.00	581,670.00	69,590.07	0.00	489,319.93	92,350.07	84%	503,241.24
FBT - Fringe benefits and taxes	251,208.00	0.00	251,208.00	20,569.48	0.00	149,535.61	101,672.39	60%	170,444.17
SRE - Salaries reimbursement	420,693.00	(841,386.00)	(420,693.00)	(28,236.31)	0.00	(312,091.62)	(108,601.38)	74%	(245,350.70)
OPM - Operations and maintenance	19,100.00	0.00	19,100.00	3,158.28	420.00	21,322.03	(2,642.03)	114%	15,237.40
UTL - Utilities	2,400.00	0.00	2,400.00	456.61	0.00	2,744.72	(344.72)	114%	2,635.82
CHG - Chargebacks	30,544.00	0.00	30,544.00	2,759.88	0.00	22,409.86	8,134.14	73%	13,908.33
CON - Contracted services	138,886.00	0.00	138,886.00	(7,964.00)	0.00	41,526.17	97,359.83	30%	212,043.68
JUD - Judiciary Costs	603.00	0.00	603.00	0.00	0.00	186.00	417.00	31%	0.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$60,334.01	\$420.00	\$188,345.30	69%	\$672,199.94	
Revenue Total:	\$603,718.00		\$603,718.00	\$22,256.50	\$0.00	\$386,007.80	\$217,710.20	64%	\$619,015.79
Expenditure Total:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$60,334.01	\$420.00	\$188,345.30	69%	\$672,199.94	
Fund: 100 Net Total	(\$841,386.00)		\$841,386.00	\$0.00	(\$38,077.51)	(\$420.00)	(\$28,944.90)		(\$53,184.15)
Revenue Grand Total:	\$603,718.00	\$0.00	\$603,718.00	\$22,256.50	\$0.00	\$386,007.80	\$217,710.20	64%	\$619,015.79
Expenditure Grand Total:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$60,334.01	\$420.00	\$188,345.30	69%	\$672,199.94	
Grand Total:	(\$841,386.00)	\$841,386.00	\$0.00	(\$38,077.51)	(\$420.00)	(\$28,944.90)	\$29,364.90		(\$53,184.15)

Revenue Grand Total:
Expenditure Grand Total:
Grand Total:

Brown County Clerk Budget Status Report

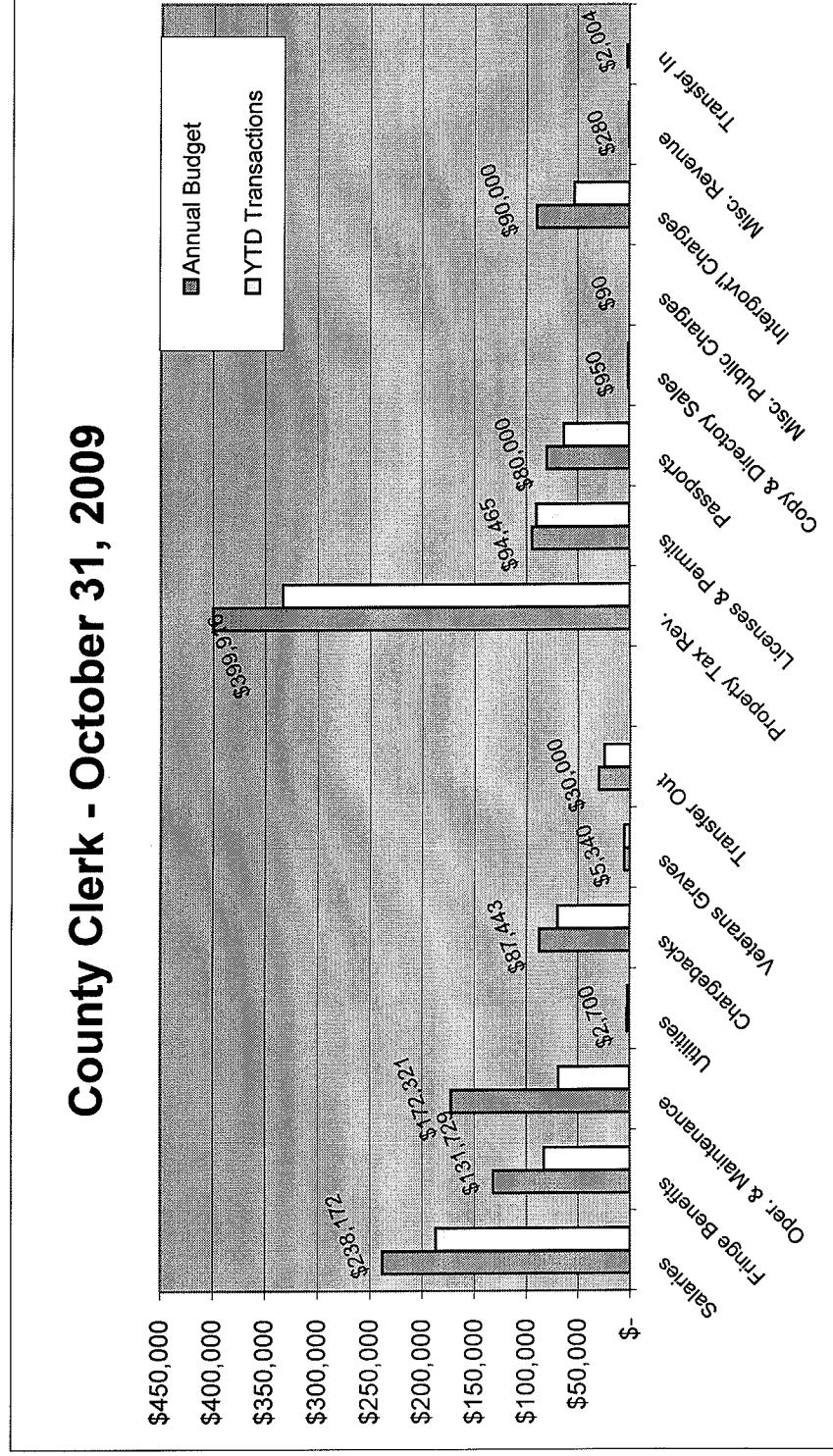
OCTOBER 2009	Annual	YTD	YTD %
	Budget	Transactions	Budget
Salaries	\$ 238,172	\$ 187,058	79%
Fringe Benefits	\$ 131,729	\$ 82,844	63%
Oper. & Maintenance	\$ 172,321	\$ 69,064	40%
Utilities	\$ 2,700	\$ 1,997	74%
Chargebacks	\$ 87,443	\$ 69,849	80%
Veterans Graves	\$ 5,340	\$ 5,355	100%
Transfer Out	\$ 30,000	\$ 25,000	83%
Property Tax Rev.	\$ 399,916	\$ 333,270	83%
Licenses & Permits	\$ 94,465	\$ 90,237	96%
Passports	\$ 80,000	\$ 63,251	79%
Copy & Directory Sales	\$ 950	\$ 891	94%
Misc. Public Charges	\$ 90	\$ 64	71%
Intergovt! Charges	\$ 90,000	\$ 53,216	59%
Misc. Revenue	\$ 280	\$ 513	183%
Transfer In	\$ 2,004	\$ -	0%

HIGHLIGHTS - Oct. 83% of Fiscal Year

Expenditures: Veterans' Graves are paid at 100%. Through the end of October all other expenditure category percentages are at or under the fiscal year to date percentage (83%) of our budget. We expect to meet our annual budget commitment.

Revenues: Through the end of September most revenue category percentages are at or over the fiscal year to date percentage (83%) of our budget. We probably will not meet anticipated revenue for Intergovernmental Charges; however we are hoping to make up the difference in Passport and Licenses & Permits revenues. We expect to meet our annual budget commitment.

County Clerk - October 31, 2009



PRODUCTION *Brown Co* PRODUCTION

COUNTY CLERK'S BUDGET THROUGH OCTOBER 31, 2009

Fiscal Year To Date: 10/31/2009

Account Number Fund 100 GF	Revenue	Adopted Budget Amendments	Budget Amended Budget	Amended Budget Transactions	Current Month Transactions	YTD Transactions	Encumbrances YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department 019 County Clerk		\$399,916.00	\$0.00	\$399,916.00	\$33,327.00	\$0.00	\$333,270.00	\$68,846.00	88%	\$17,473.00
4100 General property taxes		\$2,500.00	\$0.00	\$2,500.00	\$120.00	\$0.00	\$1,657.50	\$842.50	66%	\$2,435.00
4400-191 Permits - Work permit		\$14,600.00	\$0.00	\$14,600.00	\$40.00	\$0.00	\$15,500.00	(\$900.00)	106%	\$15,120.00
4400-195 Permits - Alarm permits		\$17,400.00	\$0.00	\$17,400.00	\$160.00	\$0.00	\$17,157.50	(\$57.50)	100%	\$17,555.00
4400-196 Account 4400 Permits - Work permits totals		\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$48.80
4401-191 Licenses - Conservative license fees		\$77,305.00	\$0.00	\$77,305.00	\$5,955.00	\$0.00	\$70,430.00	\$6,875.00	9%	\$76,775.00
4401-192 Licenses - Marriage License		\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$2,650.00	(\$250.00)	---	\$76,823.80
4401-193 Licenses - Domestic partnership		\$77,355.00	\$0.00	\$77,355.00	\$6,155.00	\$0.00	\$73,080.00	\$3,285.50	84%	\$76,775.00
4401-194 Account 4401-193 Conservative license fees totals		\$80,000.00	\$0.00	\$80,000.00	\$4,896.73	\$0.00	\$63,250.53	\$16,749.47	79%	\$61,994.86
4600-190 Charges and fees- Passport		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$215.00	\$37.00	85%	\$1,259.00
4601-012 Sales- Copy/machine use		\$700.00	\$0.00	\$700.00	\$2.84	\$0.00	\$677.56	\$22.31	9%	\$692.84
4601-196 Sales - Directory		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---	\$0.00
4601-197 Sales - Map		\$900.00	\$0.00	\$900.00	\$2.84	\$0.00	\$890.69	\$3.21	94%	\$1,037.84
4601-198 Account 260- Sales - Copy/ machine use total		\$900.00	\$0.00	\$900.00	\$2.84	\$0.00	\$890.69	\$3.21	94%	\$1,037.84
4609 Miscellaneous public charges		\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	\$64.00	\$26.00	77%	\$346.00
4700 Intergovt charges		\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$3,216.23	\$36,783.77	55%	\$20,868.95
4800 Miscellaneous		\$280.00	\$0.00	\$280.00	\$15.00	\$0.00	\$512.69	(\$2,269)	18%	\$3,120.70
9002 Transfer in		\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$1,766.00
Department 019 County Clerk totals		\$67,705.00	\$0.00	\$67,705.00	\$4,556.57	\$0.00	\$51,441.64	\$26,263.36	81%	\$50,902.15

PRODUCTION *Brown Co* PRODUCTION

COUNTY CLERK'S BUDGET THROUGH OCTOBER 31, 2009

Fiscal Year To Date: 10/31/2009

Account Number	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	% Used/ Prior Year Total
Revenue Totals	\$667,705.00		\$667,705.00	\$44,556.57	\$0.00	\$541,441.64	\$126,263.36	81%	\$701,902.15
Expense									
Department 019 County Clerk	\$307,164.00	\$0.00	\$307,164.00	\$23,245.16	\$0.00	\$124,111.23	\$64,752.77	73%	\$216,953.33
5100 Regular earnings - Paid Leave	\$0.00	\$0.00	\$0.00	\$313.36	\$0.00	\$3,494.16	(\$13,494.16)	+++	\$20,649.59
5102 100 Paid leave earnings - Paid Leave	\$1,008.00	\$0.00	\$1,008.00	\$0.00	\$0.00	\$1,152.32	(\$144.32)	-114%	\$1,339.77
5103 100 Premium Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5109 100 Salaries reimbursement - Short term disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110 100 Fringe benefits - FICA	\$31,729.00	(\$6,000.00)	\$11,729.00	\$364.54	\$0.00	\$3,758.97	\$9,970.03	12%	\$17,415.35
5110 100 Fringe benefits - Unemployment compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110 200 Fringe benefits - Health Insurance	\$0.00	\$0.00	\$0.00	\$6,274.82	\$0.00	\$4,332.70	\$44,532.70	+++	\$7,345.23
5110 210 Fringe benefits - Dental Insurance	\$0.00	\$0.00	\$0.00	\$362.70	\$0.00	\$4,324.03	(\$3,324.03)	+++	\$1,026.77
5110 220 Fringe benefits - Life Insurance	\$0.00	\$0.00	\$0.00	\$187.4	\$0.00	\$88.02	(\$88.02)	+++	\$903.73
5110 235 Fringe benefits - Disability Insurance	\$0.00	\$0.00	\$0.00	\$58.20	\$0.00	\$1,561.37	(\$1,561.37)	+++	\$2,195.18
5110 240 Fringe benefits - Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$11.34	\$0.00	\$1,134.40	(\$1,134.40)	+++	\$4,20.00
5110 300 Fringe benefits - Retirement credit	\$0.00	\$0.00	\$0.00	\$145.50	\$0.00	\$0,368.82	(\$10,368.82)	+++	\$3,320.83
5110 310 Fringe benefits - Retirement credit	\$0.00	\$0.00	\$0.00	\$119.84	\$0.00	\$1,597.05	(\$8,597.05)	+++	\$1,282.39
5300 100 Fringe benefits - FICA totals	\$164,729.00	(\$6,000.00)	\$117,299.00	\$1,055.68	\$0.00	\$8,224.36	(\$8,884.84)	75%	\$176,807.38
5300 200 Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.00	(\$57.00)	+++	\$0.00
5300 001 Supplies - Office	\$0,000.00	\$0.00	\$0,000.00	\$607.19	\$0.00	\$1,282.23	\$4,751.77	47%	\$3,796.77
5300 003 Supplies - Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5300 004 Supplies - Postage	\$15,800.00	\$0.00	\$15,800.00	\$166.93	\$0.00	\$1,907.72	\$1,799.28	26%	\$6,194.06
5300 100 Account 5400 Supplies - Data	\$2,500.00	\$0.00	\$2,500.00	\$74.72	\$0.00	\$865.95	(\$5,904.05)	56%	\$1,890.80
5300 Copy expense	\$2,900.00	\$0.00	\$2,900.00	\$414.33	\$0.00	\$2,553.76	\$346.24	88%	\$2,947.23
5300 Printing	\$3,100.00	\$0.00	\$3,100.00	\$90.00	\$0.00	\$1,393.34	\$880.66	46%	\$3,873.16
5300 100 Printing - Forms	\$50,000.00	\$0.00	\$50,000.00	\$2,500.00	\$0.00	\$2,257.55	\$16,244.55	70%	\$21,763.08
5300 100 Account 5630 2 Printing - Forms	\$50,000.00	\$0.00	\$50,000.00	\$5,700.00	\$0.00	\$2,500.00	(\$5,904.05)	68%	\$2,436.24
5300 Dies and memberships	\$95.00	\$0.00	\$95.00	\$0.00	\$0.00	\$230.00	\$35.00	118%	\$95.00

PRODUCTION 'Brown Co' PRODUCTION

COUNTY CLERK'S BUDGET THROUGH OCTOBER 31, 2009

Fiscal Year To Date: 10/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5308-00 Maintenance agreement S. Office	\$2,386.00	\$0.00	\$12,386.00	\$0.00	\$0.00	\$12,891.18	(\$406.18)	0%	\$0.00
5307-00 Repairs and maintenance - Equipment	\$7,747.00	\$0.00	\$7,747.00	\$0.00	\$0.00	\$7,947.00	\$0.00	10%	\$100.00
5310 Advertising and public notice	\$66,800.00	\$0.00	\$66,800.00	\$750.58	\$0.00	\$35,539.04	\$30,200.96	55%	\$116,244.04
5310 Books periodicals subscription	\$793.00	\$0.00	\$793.00	\$0.00	\$0.00	\$338.51	\$345.51	106%	\$24.50
5310 Travel and training	\$1,400.00	\$0.00	\$1,400.00	\$20.00	\$0.00	\$1,166.07	\$233.93	83%	\$927.41
5310 Support Services	\$5,340.00	\$0.00	\$5,340.00	\$0.00	\$0.00	\$355.00	\$15.00	100%	\$55.00
5390 Equipment nonoutlay	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$1,295.00	\$0.00	68%	\$0.00
5500 Telephone	\$2,700.00	\$0.00	\$2,700.00	\$198.04	\$0.00	\$1,997.36	\$702.64	74%	\$2,190.00
5600 Indirect cost	\$5,073.00	\$0.00	\$5,073.00	\$624.42	\$0.00	\$4,524.20	\$328.80	84%	\$6,057.00
5601-00 Intra-county expense Information services	\$31,318.00	\$0.00	\$31,318.00	\$2,824.50	\$0.00	\$22,727.65	\$9,390.35	73%	\$7,477.99
5601-00 Intra-county expense Insurance	\$1,052.00	\$0.00	\$1,052.00	\$87.67	\$0.00	\$876.70	\$75.30	83%	\$1,241.00
5710 Account 5301 Intra county expenses - Information services	\$2,237.00	\$0.00	\$2,237.00	\$2,027.77	\$0.00	\$2,202.35	\$27.65	73%	\$1,837.80
9000 Transfer out	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$25,000.00	\$5,000.00	83%	\$29,680.00
Department 019 County Clerks	\$66,705.00	(\$20,000.00)	\$66,705.00	\$49,477.85	\$32,500.00	\$41,673.80	\$1,4037.62	73%	\$60,385.73